



PUBLIC (SPECIAL-B) DEPARTMENT
SECRETARIAT, CHENNAI – 600 009

Letter No.3500/Special.B/2012 – 1, Dated:14.12.2012

From
Dr. A. Chittaranjan Mohandoss, IAS.,
Secretary to Government

To
All Indian Administrative Service Officers (w.e.)

Sir/Madam,

Sub: Instructions regarding furnishing of Annual
Immovable Property Returns by All India
Services Officers – Forwarded

Ref:- From the Additional Secretary & EO, Government
of India, Ministry of Personnel, Public Grievances
and Pensions, Department of Personnel and
Training, New Delhi, D.O. Letter No.11/7/2011-
EO(PR), Dated: 05.12.2012 (received on
13.12.2012).

* * * * *

I am directed to state that the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi, in their reference cited has stated that in accordance with Rule 16(2) of AIS (Conduct) Rules, 1968, all IAS Officers are required to submit the Annual Property Return (IPR) in the prescribed form giving full particulars regarding the Immovable Property inherited by him/her or owned or acquired by him or held by him on lease mortgage either in his/her own name or in the name of any family member of his family or in the name of any other person. As such, the Government of India has requested to bring to the notice of all members of Service about the above instructions and to submit their returns latest by 31st January, 2013 for the year 2012.

p.t.o.

2. I am, therefore, to request you to send your property return Form-I (Copy enclosed) in duplicate in two separate sealed covers for the year ended **31-12-2012** duly superscribed as follows on or before **31-01-2013**:

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR ENDED 31.12.2012

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Name :
Cadre :
Designation of the Officer :
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3. This may be treated as "MOST IMMEDIATE".

Yours faithfully,

P. Sundaresan
for Secretary to Government

Copy to:
The Home Department, Chennai-9 (w.e.)
The Environment and Forests Department,
Chennai-9 (w.e.)
The Personnel and Administrative Reforms Department,
Chennai-9 (w.e.)

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2012 AS ON : 31.12.2012

1. Name of officer (in full) : _____
2. Service to which the officer belongs: Indian Administrative Service
3. Cadre & Batch: _____
4. Present Pay: _____

1	2	3	4	5	6	7	8
Name of District, Sub-Division, Taluk and village or City in which property is situated (full location & postal address)	Name and details of Property, Housing, lands and other Buildings	Cost of construction / Acquisition (and year when purchased) including of land in case of house.	Present Value *	If not in own name, state in name held & his / her relationship to the Government servant	How acquired, whether by purchase, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of person(s) from whom acquired	Annual Income from property	Remarks.

SIGNATURE : _____
 NAME : _____
 DESIGNATION : _____
 DATE : _____

Note: Please read the notes overleaf before filling up the Form

NOTES

1. * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
2. ** Includes short-term leases also.
3. The declaration form is required to be filled in and submitted by every member of Class I and II services under relevant provisions of Conduct Rules and the first appointment to the service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government servant.
4. The wording "No change or No addition or As in previous year" may be avoided and all details filled up.
5. AIS officers are requested to fill the form in duplicate.