



Letter No.1/Special.B/2015 – 1, Dated:09.01.2015

From
Thiru K. Gnanadesikan, IAS.,
Chief Secretary to Government

To
All IAS Officers (w.e.)

Sir/Madam,

Sub: All India Services (Conduct) Rules, 1968 –
Submission of Annual Property Return (IPR) for
the year 2014 – Regarding.

* * * *

I am directed to state that in accordance with the provisions of Rules 16(2) of the AIS (Conduct) Rules, 1968, every member of the service is required to submit an annual return giving full particulars regarding the immovable property inherited by him or owned or acquired 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. Also, as per Government of India Decision No.24 under Rule 16 communicated vide letter No.11017/74/93-AIS(III), dated 04.01.1994 the above returns in respect of every calendar year should be filed by the 31st January of the next year.

2. I am, therefore, to request you to send your property return in Form-I (Copy enclosed) in duplicate in two separate sealed covers for the year ended **31-12-2014** duly superscribed as follows on or before **23-01-2015**:

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR ENDED 31.12.2014

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Name :

Cadre :

Designation of the Officer :

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3. This may be treated as "MOST IMMEDIATE".

Yours faithfully,

for Chief Secretary to Government

Copy to: Folder

FORM -I

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2014 AS ON : 31.12.2014

1. Name of officer (in full) : _____

3. Cadre & Batch: _____

2. Service to which the officer belongs: Indian Administrative Service

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 whose 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.