

**DELHI JAL BOARD**  
**VARUNALAYA Ph.II:KAROL BAGH:NEW DELHI.**

No.F1 (1)/AC (W)/APR/2011-

3846

Dated:- 12-01-20

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**CIRCULAR**

**Subject: Submission of Annual Property Return.**

In accordance with the provision of rule 18 of CCS(Conduct) Rules 1964, every Government servant belonging to any services or holding any post included in Group 'A' and Group 'B' shall submit his/her Annual Property Return for Calendar year in the month of January of following year on the prescribed Proforma giving full particulars regarding immovable property inherited by him/her or owned or acquired by him/her or held by him/her on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any other person.

2. No employee shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale gift or otherwise either in his/her own name or in the name of any member of his/her family.

3. Where a Government servant enters into a transaction in respect of movable property either in his/her own name or in the name of the member of his/her family, he/she shall report the same, with-in 30 days of the date of such transaction, to the prescribed authority, if the value of such property exceeds Rs.20,000/- in the case of Government servant holding any Group 'A' or Group 'B' post and Rs.15,000/- in the case of Government servant holding any Group 'C' & 'D' post.

4. Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is with a person having official dealings with him/her.

5. It has been further noticed that if there is no change in the immovable property statement, the remark as entry like "No Change" or "Same as last year" has served the purpose in the past. But, it has been generally seen that it sometimes becomes difficult to link the previous references for a number of reasons including transfer. Therefore, it has been decided that henceforth along with every APR reflecting therein "No Change" or "Same as last year" submitted by an officer, a statement of complete details of the immovable property 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 as on that date, should also be enclosed/mentioned. If the officer has no immovable property in his/her name or in the name of any dependent of his/her family he should declared it as 'NIL' immovable property.

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6. Further, it has also been observed from immovable property returns received that in a number of cases column 4 of the proforma which deals with the "Present Value" of the immovable property owned by an officer is not filled. It is requested that every column of the proforma needs to be filled in including column 4.

7. Since this is a mandatory requirement, all Group 'A' & 'B' officers, including Junior Engineers and all such officials who are in the grade pay of Rs.4200/- or more are impressed upon to submit their Annual Property Return for the year 2010 positively by 11.2.2011. In case the APR of the officers/officials is not received within the stipulated time schedule, their cases will be referred to the higher authority for initiation of disciplinary proceeding as deemed fit. Therefore, all the officers/officials are requested to submit their APR on time to avoid any disciplinary proceeding.

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( PRAKASH CHANDER )  
ASSTT. COMMISSIONER (W)