

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

No.F1 (1)/AC (W)/APR/2015- 8845
CIRCULAR

Dated: - 19 JAN 2015

Subject: Submission of Annual Property Return.

In accordance with the provisions of rule 18 of CCS(Conduct) Rules 1964, every Government servant belonging to any service 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 with-in one month of the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months, basic pay of the Govt. servant.**

4. Provided that the previous sanction of the prescribed authority shall be obtained by the Govt. servant 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 declare it as 'NIL' immovable property.



P.T.O.

GE/OP
H/C
Sh. Sanjay Prasad

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 following Group 'A', 'B' & 'C' officers/officials, who are in the grade pay of Rs.4200/- or more are impressed upon to submit their Annual Property Return for the year 2014 positively by 31.01.2015 in the office of under signed :-

- I) Junior Engineer & above.
- II) Head Clerk & above.
- III) AAO & above.
- IV) All MOI's
- V) Security Officer & above.
- VI) Asstt. Chemist & above including Bact./Asstt. Bact.
- VII) SO (Hort.) & above.
- VIII) Junior Steno. & above.
- IX) DM-II & above.
- X) LO (W)/JLO/Sr. Conf. Asstt./ Hindi Asstt./ APRO.

Remaining officials excluding above should submit their intimations regarding Immovable/Movable Properties to their respective Administration to deal their cases.

8. 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.


(AMIT KUMAR JAIN)
ASSTT. COMMISSIONER (W)

All DDOs: With the request to circulate it among all concerned officers/employees.

Copy for information to:-

1. CEO/Member (A)/Member (F)/Member (DR)/Member (W)/CVO/ Secy., DJB/Addl. CEO
2. All CEs/All Directors/All SEs/All Joint Directors/All ACs/L.O
3. All Dy. Directors/All Dy. A&FOs/EO/AOs
Consultant (PR)/LWO/CWAs/ACWAs/C.S.O/Dy C.S.O.
4. EE(EDP) with the request to upload the same on DJB's website.


ASSTT. COMMISSIONER (W)