



**OFFICE OF THE ASSTT.COMMISSIONER (CR)  
DELHI JAL BOARD: GOVT. OF NCT OF DELHI  
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI**

No.F1 (1)/AC (CR)/APR/2018-

177

Dated:- 01-01-2019

**CIRCULAR**

**Subject: Submission of Annual Property Return for the year ending 2018.**

1. 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/her 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.

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 ending 2018 giving complete details in every column of the prescribed proforma by **31st January, 2019 positively** in the office of under signed by **Regular Dak** only:-

- 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.

*Savita*  
28/12/2018

(SAVITA)  
ASSTT. COMMISSIONER (CR)

**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/PRO
3. All Dy.Directors/All Dy.A&FOs/EO/AOs/ LWO/ CWAs/ACWAs/C.S.O/Dy.C.S.O.
4. EE(EDP) with the request to upload the same on DJB's website.

*Savita*  
28/12/2018

ASSTT. COMMISSIONER (CR)



*AE(EDP)*  
*Prog-1*

*02-01-19*



FORM

EMPLOYEE CODE NO.

STATEMENT OF REMOVABLE PROPERTY FOR THE YEAR ENDING DECEMBER

1. NAME OF OFFICER/OFFICIAL (IN FULL)

2. FATHER'S NAME

3. PRESENT POST HELD

C/o

4. Date of Birth

Present Pay(Br+Gr)

NAME OF DISTRICT SUB-DIVISION, TEHSIL, VILLAGE IN WHICH PROPERTY IS SITUATED.	NAME & DETAIL OF PROPERTY HOUSING AND OTHER BUILDING	LANDS	PRESENT VALUE	If not in own name, state, in whose name held, and his/her relationship, if any to the Govt. servant	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) with date of acquisition & name with details of persons from whom acquired.	ANNUAL INCOME FROM THE PROPERTY	Remarks
1	2	3	4	5	6	7	8

NOT APPLICABLE CLAUSE TO BE STRUCK OUT IN CASE WHERE IT IS NOT POSSIBLE TO ASSESS THE VALUE ACCURATELY THE APPROXIMATE VALUE IN RELATION TO PRESENT CONDITIONS MAY BE INDICATED.

THE DECLARATION FORM IS REQUIRED TO BE FILLED IN AND SUBMITTED BY EVERY MEMBER OF CLASS I & II (GROUP 'A' & GROUP 'B') SERVICES UNDER RULE 16(1) OF THE CCS (CONDUCT) RULES, 1964 ON HIS APPOINTMENT TO THE SERVICE AND THEREAFTER AT THE INTERVAL OF 12 MONTHS GIVING PARTICULARS OF ALL REMOVABLE 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.

Signature .....  
Dated .....  
Mobile No .....