

**OFFICE OF THE ASSISTANT COMMISSIONER (CR)  
DELHI JAL BOARD: GOVT. OF N.C.T OF DELHI  
VARUNALAYA PHASE-II: KAROL BAGH: N-DELHI**

No. DJB. / AC (CR)/ F1(1)/APR/2020-

47/19/

Dated:- 24/9/20

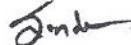
Subject: - Submission of Movable Property as per CCS Conduct rule 1964

Attention of all concerned is invited towards circular no. F1 (1)/ AC(CR)/ APR/ 2019-28 to 307 dated 01.01.20 regarding timely submission of Annual Property Return. It is, however, regretted to point out that many Officers/ Officials are yet to submit their Annual Property Return till date. The Competent Authority has taken very serious view in the matter.

Further, it is stated that Para No.3 of the APR circular clearly stated that any Govt. 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 to the same to the prescribed authority, if the value of such property exceeds two months, basic pay of the Govt. Servant.

But, it has been found that many officials/officers get into movable transaction such as purchase of Four wheeler and Two wheeler and are also claiming conveyance for the same without informing the prescribed authority , which is clearly a violation of Rule 18 CCS Conduct Rule 1964 which is mandatory.

**Therefore, all the officials/officers who have not submitted their APR till date, are once again requested to submit it to this office within 15 days positively of the issue of this letter and the all DDO's are asked/ requested to submit a detail report of Conveyance released by them as per the given performa.**

  
(SANDEEP GULATI)  
Asstt.Commissioner (CR)

**All DDOs: With the request to submit the detailed report as per Annexure enclosed**


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.



EE EDP

AELEDP



Asstt.Commissioner(CR)

Prog - I 29-09-2020

**Annexure - 1**

S.No.	Name / Father's Name	Emp. Code	Designation	Detail of Vehicle	No. & Copy of Permission letter by Authority for Conveyance