

DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NCT OF DLEHI  
MSO Building, 7<sup>th</sup> floor, IP Estate, New Delhi-02  
(ADMINISTRATION-I BRANCH)

No.F.10(7)/2000/Admn.-I/DSW/Estt./ 19852-19911

Dated:

13 JAN 2023

CIRCULAR

All Group-A and Group-B Officers of this department is hereby requested to submit Annual Property Return for the year ending 2022 under CCS (Conduct) Rules, 1964 in the prescribed Proforma by 31<sup>st</sup> January, 2023 positively to the undersigned for onward submission to the concerned Cadre Controlling Authority.

Encl: As above.


  
Section Officer (Admn.-I)

No.F.10(7)/2000/Admn.-I/DSW/Estt./ 19852-19911

Dated: 13 JAN 2023

Copy to:

1. PS to Secretary (SW) with the request to submit the Statement of Immovable Property Returns (IPRs) under AIS(Conduct) Rules, 1968 online in the IPR Module of Services Department for the calendar year 2022 in respect of Smt. Garima Gupta, IAS(AGMUT:2004)/ Secretary (SW) within the prescribed timeline of 31<sup>st</sup> January, 2023 after that online Module will close automatically.
2. PA to Director (SW) with the request to submit the Statement of Immovable Property Returns (IPRs) under AIS(Conduct) Rules, 1968 online in the IPR Module of Services Department for the calendar year 2022 in respect of Smt. Pooja Joshi, IAS(AGMUT:2011)/Director(SW) within the prescribed timeline of 31<sup>st</sup> January, 2023 after that online Module will close automatically.
3. All DDs/DSWOs/Supdts (cadre/ex cadre)/Incharge of their concerned Institutions/Homes/Districts/Branches of this department.
4. Sr. System Analyst, Department of Social Welfare, with the request to upload the circular on the website of the department.
5. Guard file.

  
Section Officer (Admn.-I)

P.T.O.

**STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR ENDING 2021**

1. Name of Officer (in full) and Service to which the officer belongs.		2. Present post held.					
3. Date of Birth		4. Present Pay:					
Name of districts, sub- Division, Taluk and village in which property is situated	Name and details of Property		@Present Value	If not in own name, state in whose name held and his/her relationship to the members of the Service	How acquired whether by purchase, lease, mortgage, inheritance, gift or of otherwise with date of acquisition and name with details of person/ persons from whom acquired.	Annual income from property	Remarks
	1. Housing and other buildings	2. Lands					
1.	2.	3.	4.	5.	6.	7.	8.

Signature .....

Date .....

**In-applicable clause to be struck out.**  
 In cases where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated. Include short term lease also.  
**Note**— The declaration form is required to be filled in and submitted by every member of the Class-I and II (Group 'A' and 'B') Services under rule 18(1) of the CCS (Conduct) Rules, 1964, on 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 or in the name of any member of his family or in the name of any other person.