



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
1, CANNING LANE, KASTURBA GANDHI MARG, NEW DELHI-110001

F.13(14)/DWCD/Vig./Misc./2017/ 42194 - 313

Dated: 29 DEC 2017

CIRCULAR

SUB. SUBMISSION OF ANNUAL PROPERTY RETURN FOR THE YEAR ENDING 2017.

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 her/his Annual Property Return for the calendar year in the month of January of following year on the prescribed proforma giving full particulars regarding immovable property inherited by her/him or owned or acquired by her/him on lease or mortgage either in her/his own name or in the name of any member of her/his family or in the name of any other person.

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 her/his own name or in the name of any member of her/his family.

Where a government servant enters into a transaction in respect of movable property either in her/his own name or in the name of the member of her/his family, she/he shall within 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 government servant.

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

Since, this is a mandatory requirement, all officers/officials of Group 'A' and Group 'B', are impressed upon to submit their Annual Property Return for the year ending 2017 giving complete details in every column of the prescribed proforma by 31st January, 2018, positively, in the Administration Branch (HQ.), DWCD, GNCTD.

Contd...2/-

It may be noted that if there is no change in the immovable property statement, the remark as entry like 'No Change' or 'Same as last year' shall not be accepted, as it generally becomes difficult to link the previous references for a number of reasons including transfer. Therefore, henceforth alongwith 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 her/him or held by her/him on lease or mortgage either in her/his own name or in the name of any member of her/his family as on that date, should also be enclosed/ mentioned. If the officer has no immovable property in her/his name or in the name of any dependent of her/his family, she/he should declare it as 'NIL' immovable property. Further, column no. 4 of the proforma which deals with the 'present value' of the immovable property owned by an officer are generally not filled. It is requested that every column of the proforma needs to be filled-in including column no. 4.

Remaining officials excluding above should also submit their intimations regarding immovable / movable properties to their respective Administration to deal their cases.

It may specifically be noted that in case the APR of the officer/official concerned is not received within the stipulated time schedule, then it will be treated as a mis-conduct under the CCS (Conduct) Rules, 1964 and their cases will be referred to the higher authority for initiation of disciplinary proceedings as deemed fit. Therefore, all the officers/officials are requested to submit their APR on time to avoid any unwanted disciplinary proceedings.

This issues with the prior approval of the competent authority.


(LATA NEGI)
DY. DIRECTOR (VIG.)

To,

- 1). All DDO's, DWCD, with the direction to circulate it among all concerned officers/officials.
- 2). PA to the Secretary (DWCD/DSW), GNCTD, for information.
- 3). PA to the Director, DWCD, GNCTD, for information.
- 4). PA to the Spl. Director, DWCD, GNCTD, for information.
- 5). All the Deputy Directors/District Officers, DWCD, GNCTD.
- 6). All the Superintendants/CDPOs, DWCD, GNCTD.
- 7). Section Officer (Admn.), with the direction to identify the officers/officials who have not filed the APRs in the past and initiate suitable action against them.
- 8) Programmer, NIC Cell, DWCD, GNCTD, with the direction to upload this circular on the DWCD's website.

STATEMENT OF THE IMMOVABLE PROPERTY FOR THE YEAR ENDING 2017

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| 1. NAME OF THE OFFICIAL/OFFICER _____ | 2. DATE OF BIRTH _____ |
| 2. SERVICE TO WHICH OFFICER BELONGS _____ | 4. PRESENT PAY _____ |
| 5. DETAILS OF PRESENT POSTING _____ | 6. POST HELD _____ |

Name of the District, Sub Division, Taluka and Village in which property is situate	Name & Details of Property		Present Value	If not in own name, state in whose name held and his/her relationship to the govt. servant	Has acquired, whether by purchase/ Lease/ Mortgage/ Inheritance/ Gift/ or otherwise with date of acquisition and details of person(s) from whom acquired	Annual income from the property
	Housing & Other Buildings	Land				
1	2	3	4	5	6	7