No. C-31011/40/2015-Vig  
भारत सरकार /Government of India  
Ministry of Corporate Affairs  
कार्यालय कार्यालय  
5th Floor, ‘A’ Wing, Shastri Bhawan,  
इ. राजेंद्र प्रसाद रोड /Dr. Rajendra Prasad Road,  
नई दिल्ली/ New Delhi- 110001  
दिनांक/ Dated: 23 December, 2015

OFFICE MEMORANDUM

Subject: Submission of Immovable Property Return for the year 2015, as on 1st January, 2016.

In terms of Rule 18(1) (ii) of the CCS (Conduct) Rules, 1964 every Government servant holding Gr. ‘A’ & ‘B’ post is required to submit an annual return to the Government giving full particulars of his/her immovable property inherited 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. Full details of Immovable Property are to be given and expressions like “No change” or “same as last year” will not be accepted. If an officer does not own any property he/she should state so in the return rather leaving it blank and it should be duly signed by the officer with date.

3. As per DoPT O.M. No. 11012/11/2007-Est. A dated 27.09.2011, the officers who have not submitted the I.P.R. by the prescribed time would be denied vigilance clearance and will not be considered for empanelment for senior level posts in Government of India.

4. All officers holding Gr. ‘A’ & ‘B’ posts are, therefore, requested to submit the statement of immovable property for the year 2015 (01.01.2015 to 31.12.2015) in the enclosed format so as to reach the undersigned by 31.01.2016 positively.

5. All RDS/ROCs/OLs are requested to ensure that all the Gr. ‘A’ and ‘B’ officers under their jurisdiction submit their returns latest by 31.01.2016 for the year 2015.

(B. P. Pant)  
Dy. Secretary to the Govt. of India  

All Officers/Sections at the Headquarter  
Copy to:-  
1. All Regional Directors  
2. All Registrars of Companies.  
3. All Official Liquidators.  
4. CAT, New Delhi.  
5. CLB, New Delhi, Kolkata, Chennai, Mumbai.  
6. SFIO/CCI.

Copy also to D.D. (e-Gov.) with request to upload this circular on the website of this Ministry under “Employees Corner”.
The wording "no change of no addition of the previous year" should avoid and full details provided.

The declaration form is required to be filled in and submitted by every member of Class I and Class II (Group A and Group B) services under

**INDIANS SHORT TERM LEASE ALSO.

In case where it is not possible to assess the value accurately the approximately value in relation to present conditions may be indicated.

NOTES:

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<td>acquires</td>
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Remarks: Annual income from the property.

How acquired whether by purchase, lease, etc.

Servant of person from whom purchase, lease, etc. acquired.

The government relationship to the holder of the interest in the property.

Age and year when held and his/her name.

Value of property purchased, lease, etc.

Purchase, lease, etc. with the name of the person from whom purchased, lease, etc.

Name of district and sub-division, Taluk and village.

Name of Officer (in full): Service:

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STANDARD OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2015 (AS OF 01.01.2016)