

F.NO. 28030/4/2011-Confidential  
Department of Commerce (Supply Division)  
Directorate General of Supplies & Disposals  
(Confidential Section)

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Jeevan Tara Building,  
New Delhi, the 23<sup>rd</sup> December, 2011

OFFICE MEMORANDUM

Subject : Submission of Annual Immovable Property Returns in r/o officers of Group 'A' and 'B' Central Government Services for the year 2011 as on 01.01.2012 - regarding.

As per DoPT's Notification No.11013/19/75-Estt.(A) dated 6<sup>th</sup> July, 1976, every Government Servant belonging to any service or holding any post include in Group 'A' and Group 'B' shall submit an annual return to such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or 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 family or in the name of any other person. It may be impressed upon them that failure on the part of a Government Servant to comply with the requirement of the aforesaid rule can form good and sufficient reason for instituting disciplinary proceedings against him.

2. The Annual Immovable Property Return is required to submit in the prescribed format in respect of every calendar year by 31<sup>st</sup> January of the next year. The undersigned is directed to enclose herewith a blank form of Annual Immovable Property Return (IPR) and to say that the complete immovable property details may kindly be filled and furnish the same to this Directorate on or before 31<sup>st</sup> January 2012. In case no immovable property is owned then a "Nil" is required to be made against the relevant column of the proforma and will not be furnished "No Change" or "Same as last Year".


3. As per the DoPT's instructions issued vide their O.M. No.11013/3/2011-Estt.A dated 11<sup>th</sup> April 2011, the immovable property returns submitted by members of all Group 'A' Services of the Central Government will be placed in public domain by the respective cadre controlling authority.

4. It may also be mentioned that most of the members of all Group 'A' and Group 'B' Services of the Central Government had filled their Annual Immovable Property Returns with "No Change", which are futile and the same will not serve the purpose of Annual Immovable Property Returns. **Hence, Annual Immovable Property Return (IPR) filled with "No Change" or "Same as Last Year" will not be accepted.**

  
(Usha Rani)

Deputy Director(Admn)

1. All officers of DGS&D.
2. All Regional Offices of DGS&D (QA/Supply).

 Copy to C&T Directorate, DGS&D with the request to upload this O.M. alongwith its enclosure on DGS&D website for early action.

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
( CONFIDENTIAL SECTION )**

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2011 AS ON 01.01.2012

|     |  |  |
|-----|--|--|
| 1.  | Name of the officer ( in Full ) & service to which belongs.  |  |
| 2.  | Present Post held  |  |
| 3.  | Present Pay  |  |
| 4.  | Name of District/Sub-Dist/ Taluka & Village in which property is situated  |  |
| 5.  | Name, Details of Property and Cost of construction/acquirement & year when purchased -<br><br>(a) Housing & Other Buildings  |  |
|     | (b.) Lands   |  |
| 6.  | Present Value  |  |
| 7.  | If not in own name, state in which name held and his/her relationship with Govt. Servant.                                    |  |
| 8.  | How acquired whether by purchase, lease, mortgage, inheritance, gift or otherwise with details of person/ persons from whom. |  |
| 9.  | Annual Income from property  |  |
| 10. | Remarks  |  |

Seen

Signature.....  
Name.....  
Designation.....  
Section/ Dte. ....

{  
Section Officer  
For DG (S&D)  
}

पूर्ति तथा निपटान महानिदेशालय  
( गोपनीय अनुभाग )

2011 वर्ष के लिए दिनांक: 01.01.2012 तक की अचल संपत्ति का विवरण

1. अधिकारी का नाम ( पूरा ) तथा सेवा ( Service ) जिससे वह संबंधित है :
2. वर्तमान पद :
3. वर्तमान वेतनमान :
4. ज़िला, उपज़िला, ताल्लुका तथा गाँव जहाँ संपत्ति स्थित है :

5. सम्पत्ति का नाम तथा विवरण ( निर्माण/ अर्जन की तिथि के अनुसार कीमत ) :
- (क) मकान तथा अन्य भवन :

(ख) ज़मीन :

- 6\* वर्तमान मूल्य :
7. यदि आपके अपने नाम पर नहीं है तो बतायें कि किसके नाम पर है तथा सरकारी कर्मचारी से उसका क्या संबंध है । :

8. क्रय, भेरीज मोर्टगेज, पैतृक विरासत, उपहार या अन्य किस रूप से प्राप्त की, प्राप्त करने की तारीख तथा उस व्यक्ति के पूरे विवरण तथा नाम जिससे प्राप्त किया है । :

9. सम्पत्ति से वार्षिक आय :

नोट: \* यदि मूल्य सही सही आंक पाना संभव नहीं है तो मौजूदा परिस्थितियों के संदर्भ में लगभग मूल्य बताएं ।

देख लिया

( )  
अनुभाग अधिकारी  
कृते महानिदेशक ( पूर्ति तथा निपटान )

हस्ताक्षर.....  
नाम ( स्पष्ट अक्षरों में ) .....  
पदनाम.....  
अनुभाग/निदेशालय.....  
दिनांक.....