

RAJYA SABHA SECRETARIAT
ESTABLISHMENT (G) SECTION

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001

RS/6/1/18-Estt.(G)

Dated the 7th January, 2019

C I R C U L A R
(No. 1/2019)

Subject: Furnishing of Annual return of immovable property for the year 2018- Reg.

In terms of Rule 18(1) (ii) and Rule 18(4) of C.C.S. (Conduct) Rules, 1964, every Government servant belonging to any service or holding any post included in Group 'A' & Group 'B' are required to submit an annual return in the prescribed form giving therein full particulars regarding the immovable property inherited by him/her or owned or acquired 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. All officers and members of staff holding posts in the above-mentioned Groups (including Co-terminus employees) are accordingly requested to furnish their annual return of immovable property for the year ending **31.12.2018** in the enclosed form to the Estt.(G) Section latest by **31st January, 2019**.

3. Officers and members of staff may strictly adhere to the instructions/explanations in the note below the prescribed form. Those who do not own any immovable property may furnish a 'NIL' return in the prescribed form.

4. Non-furnishing of the "Annual return of immovable property" will be considered as a violation of the Conduct Rules and may make officials liable for disciplinary proceedings.

5. The respective Branch-in-charge of the Sections are requested to ensure that all the employees under their charge, submit the annual return of immovable property before the stipulated date, i.e. **31st January, 2019**.

Sd/-

(NARENDRA KUMAR)
ADDITIONAL DIRECTOR
Ph.No. 2303 4057

To
All Officers/Sections/P.Ss./P.As. to officers and Pay & Accounts Officer, Rajya Sabha.

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2018 AS ON 31.12.2018

1. Name and designation of the Official _____ 3. Employee ID: _____
 2. Service to which the Official belongs _____ 4. Present Basic Pay: _____

Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	Name & Details of Property Housing, Lands and Other Buildings	Cost of construction /Acquirement (and year when purchased) including of land in case of house	Present Value *	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature:

Date:

Note

- 1) * In case where is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short term leases also.
- 3) The declaration form is required to be filled in and submitted by every member of Group-A, Group-B services under relevant provisions of Conduct Rules on the 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/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 dependent on Government servant.
- 4) The wording 'No change or No addition or as in previous year' are not allowed and all details should be mandatorily filled up.
- 5) **Officials appointed on Co-terminus basis also have to fill this form.**
- 6) The columns should be filled up neatly in capital letters.