



# SOUTH DELHI MUNICIPAL CORPORATION

## Central Establishment Department

22<sup>nd</sup> floor, Dr. S.P. Mukherjee Civic Centre

J.L. Nehru Marg, New Delhi-02



No. AO/CR/PR/CED/2020/SDMC 1090

Dated: 06.11.2020

### OFFICE MEMORANDUM

**Subject : Submission of Annual Property Returns under C.C.S Conduct Rule, 1964 and under AIS (Conduct) Rules, 1968.**

The undersigned is directed to say that the Govt. of India, Ministry of Personnel, Public Grievances & Persons, Department of Personnel & Training vide O.M No. 11012/11/2007-Estt.-A dated 27<sup>th</sup> September 2011 has decided that the officers who have not submitted their **Annual Immovable Property Returns** (AIPR) by the prescribed time would be denied **Vigilance Clearance** and will not be considered for empanelment for senior level posts in Govt. of India.

Accordingly, DoPT vide O. M No. 11012/11/2007-Estt.-A dated 14.12.2007, laid down guidelines regarding grant of **Vigilance Clearance** to members of Central Civil Services/Posts, in para 2 a new sub-para (f) will be inserted as under:-

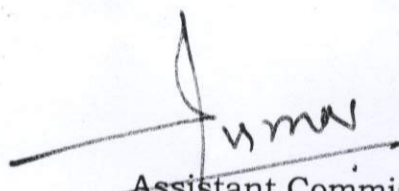
*“Vigilance clearance shall lbe denied to an officer if he fails to submit his annual immovable property return of the previous year by 31<sup>st</sup> January of the following year, as required under Govt. of India decisions under rule 18 of the Central Civil Services (Conduct) Rule, 1964.”*

In the recent past, it has been observed that the officers are not adhering to the instructions.

In view of above CCS (Conduct) Rules, 1964 and DoPT O. No. 11012/11/2007-Estt.-A dated 27<sup>th</sup> September 2011 guidelines to be adhered to by all group/category 'A' & 'B' officers even those who have been promoted to group/category 'B' from lower group on the prescribed format (placed opposite) as per existing rules.

Thus, all the HoD/Addl. Commissioners & Dy. Commissioners are requested to bring the above guidelines for the notice of all concerned for information and strict compliance.

**Encls** : As above.

  
Assistant Commissioner  
Ph. No.-011-23227210

1. All HoD - for information & wide circulation among all concerned officers/officials under their administrative control
2. All Addl. Commissioners
3. All Dy. Commissioners
4. Dir (IT) - for uploading this matter on website of South DMC(Prescribed format attached)
5. PS to Commissioner/South - for information of the Commissioner

**Copy to:-**

1. CVO/South DMC - for information & necessary action please.
2. PS to Commissioner/South DMC
3. Office copy

ANNEXURE  
FORM

STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT/FOR THE YEAR ENDING UPTO DEC.....

1. Name of Officer (in full) with Father's/Husband's name (In Block Letters).....
2. Present post held.....
3. Present pay scale.....
4. Date of Birth.....
5. If on deputation the cadre to which the officer belongs..... and
6. Address of cadre controlling authority to whom the return is to be sent.....

Name of District, Sub-Division, Taluka 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 Govt. servant	How acquired whether by purchase, lease**, mortgage, inheritance, gift or otherwise, with date of acquisition and name with details of person/persons from whom acquired	Annual income from the property	Remarks
	Housing and other bldgs. (Showing area Floorwise)	Lands/Plots (Showing Agricultural, Commercial, Residential or Other)					
1	2	3	4	5	6	7	8

\* Inapplicable clause to be struck out

\* This Column must COMPULSORILY filled. In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated

\*\* Includes short-term lease also.

**Note**:- The declaration form is required to be filled in and submitted by every member of Class-I and Class-II (Group 'A' and 'B') services under Rule 18(1) of the CCS (Conduct) Rules, 1964, 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 on lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person. If no immovable property is acquired/inherited/held, a nil report should be submitted.

Signature.....

Date.....

Present place of posting.....