

No.100-8/2016-STG-I(i)
Government of India,
Ministry of Communications & IT,
Department of Telecommunications,
Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001.
(STG-I Section)

MOST IMMEDIATE

Dated, the 5th January, 2016

Office Memorandum

Subject :- Submission of Annual Property Return for the year ending 31.12.2015(as on 01.01.2016) in respect of ITS / GCS Group 'A' officers, Deptt. of Telecom - reg.

All the officers of ITS / GCS Group 'A'/TES Group 'B' and Group 'B' officers/officials under the Administrative control of Establishment Wing, DoT(Hq.), are requested to submit ONLINE the statement of Immovable Property Return for the year ending 2015(as on 01.01.2016) in the enclosed proforma latest by **31.01.2016** as per the existing provisions of CCS(Conduct) Rules.

2. The full details of immovable properties may be submitted ONLINE using the link <https://goo.gl/RHb9cK>, (the characters are case sensitive). The hard copy of the IPR alongwith the online acknowledgement may be submitted to the undersigned.

3. It may also be noted that details of the properties may be furnished instead of using '**no change**' or '**no addition**' or '**as in the previous year**'.

This may be treated as **MOST URGENT.**

Encl. a/a


(Ajay Kumar VR)
Under Secretary(SGT)

To

- i) Adviser(O) / Adviser(T); DoT(Hq.)
- ii) All Sr.DDsG, DoT(Hq.);
- iii) Sr.DDG(TEC), New Delhi;
- iii) All DDsG/Directors/ADsG/ADEts/TES Gr.B/GCS Gr.A and Gr.B officers/officials under the Administrative control of Establishment Wing, DoT(Hq.);
- ✓ iv) ADG(IT), DoT(Hq.) with a request to upload the aforesaid O.M. on relevant website of DoT under intimation to this office.

Copy to Director(TERM-I)/Director(PG)/Director(NT)/Director(Security), DoT(Hq.). A copy of the aforesaid O.M. may be transmitted to all Heads of respective Cells with the direction that Immovable Property Return-2015(as on 01.01.2016) in respect of officers of ITS Group 'A' working under their control may be sent to this office, latest by **08.02.2016.**

Copy to :-

- i) CMD, BSNL, New Delhi
- ii) CMD, MTNL, New Delhi
- iii) Sr.DDG, TEC

The Immovable Property Return 2015 may be obtained from all the officers of ITS / GCS Group 'A' officers working / attached with your organizations in the enclosed proforma, within the stipulated period **and** the same may be uploaded on their **website** under intimation to this office, immediately.

Statement of Immovable PROPERTY FOR THE YEAR ENDING 2015 FOR THE YEAR ENDING 01/01/2016

Name of officer (in full) :-

Staff No.

Present Post Held :-

Service :-

Present Pay :-

1 Name of District sub-division, taluk and village in which property is situated.	2 Name and details of property		3	4 Present Value	5 If not in own name, state in whose name held and his/her relationship to the Government servant.	6 How acquired whether by purchase, lease, mortgage, gift or otherwise, with date of acquisition and name with details of persons from whom acquired.	7 Annual income from the property	8 Remarks
	Housing & other building	Land						

Signature _____

Date.....

Mob/Tel : _____

Inapplicable clause to be struck out.

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.

The wording '**No change or No addition** or as in **previous years**' may be avoided and all details filled up.

Note : The declaration form is required to be filled in and submitted by every member of Class 1 and Class II(Group A and Group B) services under Rules 18 (1) of the CCS (Conduct) Rules, 1964 in the first appointment to the Service and thereafter as on 1st January every year giving particulars of all immovable property owned, acquired or inherited by him on lease or mortgage, either in his/her name or in the name of any member or in the name of any other person.