

**MOST IMMEDIATE**

No.100-6/2014-STG-I  
Government of India,  
Ministry of Communications & IT,  
Department of Telecommunications,  
Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001.  
(STG-I Section)

Dated, the *8th* January, 2014

**Office Memorandum**

Subject :- Submission of Annual Property Return for the year ending 31.12.2013(as on 01.01.2014) in respect of ITS / GCS Group 'A' officers, Deptt. of Telecom - reg.

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All the officers of ITS / GCS Group 'A' are requested to submit statement of Immovable Property Return for the year ending 2013(as on 01.01.2014) in the prescribed proforma enclosed herewith to the undersigned latest by **31.01.2014**. The full details of the properties may be given instead of writing 'no change' or 'no addition' or 'as in the previous year' in the proforma.

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

  
8/1/2014

(D.N.Sah)

Under Secretary(SGT)

Encl. a/a

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 / JTS officers, DoT(Hq.)
- ✓ iv) Director(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), DoT(Hq.). A copy of the aforesaid O.M. may be transmitted to all Heads of TERM Cells with the direction that Immovable Property Return-2013(as on 01.01.2014) in respect of officers of ITS Group 'A' working under their control may be sent to this office, latest by **10.02.2014**.

Copy to :-

- i) CMD, BSNL, New Delhi
  - ii) CMD, MTNL, New Delhi
  - iii) Sr.DDG, TEC
- The Immovable Property Return 2013 may be obtained from all the officers of ITS / GCS Group 'A' officers working / deployed in 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...

As on

STAFF No

1. Name of officer (in full) and service to which the officer belongs
2. Present Post

Name of district Sub-Division, Taluk and village in which Property is situated	Name and details of property/ Housing Land & other building	Present Value	If not in own name, state in whose name held and His/her rela- tion ship to the Govt. Servant	How acquired whether by purchase, lease, mortgage gift or otherwise with date of acquisition and name with details of persons from whom acquired	Annual Income from	Remarks
1.		4.	5.	6.	7.	8.

Signature: .....

Name: .....

Date: .....

1. Inapplicable clause to be struck out.
2. In case where it is not possible to assess the value accurately, the approximately value in relation to present conditions may be indicated.
3. Includes short terms lease also.

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

STATEMENT OF IMMOVABLE PROPERTY

For the Year ending: \_\_\_\_\_

As on \_\_\_\_\_

1. Name of officer (in full) and service to which the officer belongs ..  
 2. Present Post .....

STAFF No \_\_\_\_\_

Name of district Sub-Division, Taluk and village in which Property is situated	Name and details of property Housing Land & other building	Present Value	If not in own name, state in whose name held and His/her rela- tion ship to the Govt. Servant	How acquired whether by purchase, lease, mortgage gift or otherwise with date of acquisition and name with details of persons from whom acquired	Annual Income from the property	Remarks	
1.	2.	3.	4.	5.	6.	7.	8.

Signature: .....

Name: .....

Date: .....

1. Inapplicable clause to be struck out.

2. In case where it is not possible to assess the value accurately, the approximately value in relation to present conditions may be indicated.  
 3. Includes short terms lease also.

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

