

**MOST IMMEDIATE**

No.100-5/2017-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 03<sup>rd</sup> January, 2017

**Office Memorandum**

Subject :- Submission of Annual Property Return for the year ending 31.12.2016(as on 01.01.2017) in respect of ITS / GCS Group 'A/B' and TES Group 'B' officers, Deptt. of Telecom - reg.

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All the Group 'A' ITS officers of Department of Telecom(DoT), are requested to submit ONLINE the statement of Immovable Property Return for the year ending 2016(as on 01.01.2017) in the enclosed proforma latest by **31.01.2017** as per the existing provisions of CCS(Conduct) Rules.

2. The full details of immovable properties may be submitted as follows :-

- i) Open the link "itsonline.bsnl.co.in.";
- ii) Click on Home Menu and then click on upload IPR link;
- iii) Download the IPR form and fill the form with ink;
- iv) Scan the form in 'pdf' format not greater than 100 KB in size;
- v) Upload the scanned 'pdf' and click on "upload file";
- vi) In case of any error/wrongdoing choose the correct document again and then click on replace file.

3. All GCS Group 'A/B' and TES Group 'B' officers under the Administrative control of Establishment Wing, DoT(Hq.) are also requested to submit, duly completed signed and scanned Annual Property Return at the e-mail address at -

"ajayk.vr12@nic.in"

4. 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.DDGs, DoT(Hq.);
- iii) Sr.DDG(TEC), New Delhi;
- iv) All DDGs/Directors/ADGs/ADETs Gr.A under the Administrative control of Establishment Wing, DoT;
- v) All ITS Group 'A' officers working on deputation;
- iv) Shri N.K.Sharma, STG-II Sec., DoT(Hq.). The aforesaid O.M. may be uploaded on relevant website of DoT.

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-2016(as on 01.01.2017) in respect of officers of ITS Group 'A' is working under their control may be uploaded on the concerned website before **31.01.2017**.

Copy also to :-

- i) CMD, BSNL, New Delhi  
The Immovable Property Return 2016 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.
- ii) CMD, MTNL, New Delhi
- iii) Sr.DDG, TEC

**STATEMENT OF IMMOVABLE PROPERTY**

For the year ending 31.12.2016(As on 01.01.2017)

1. Name of officer(in full) and service to which the officer belongs \_\_\_\_\_ Staff No. \_\_\_\_\_

2. Present Post : \_\_\_\_\_ Present Pay : \_\_\_\_\_

Name of district Sub-Division, Taluk 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 gift or otherwise with date of acquisition and name with details of persons from whom acquired	Annual Income from the property	Remarks
1	Housing & other building	2	3	4	5	6

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

1. In applicable 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.
4. 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 I and Class II(Group A and Group B) services under Rule 18(1) of CCS(Conduct) Rules, 1964 in the first appointment to the Service and thereafter as on 1<sup>st</sup> January every year giving particulars of all immovable property owned, acquire 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.