

CONFIDENTIAL

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केन्द्रीय उत्पाद शुल्क एवं सेवा कर आयुक्त का कार्यालय
नं.1, विलियम्स रोड, कन्टोनमेंट, तिरुच्चिरापल्ली - 620 001.

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX
NO.1 WILLIAMS ROAD, CANTONMENT, TIRUCHIRAPPALLI - 620 001.

**FILING OF IMMOVABLE PROPERTY RETURNS /
IMPORTANT / TIME BOUND**

C.No. II/39/13/2014-CF

DATE: 26.12.2014.

Sir,

Sub: : Immovable Property Return for the year 2014(as on 01/01/2015) -Timely filing of immovable property returns by Group 'A' and Group 'B' Officers including Inspectors of Central Excise - Certain instructions - Reg.

1.1 As you are aware, under Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964 , every Government Servant belonging to any service or holding any post included in Group "A" and Group "B" are liable to furnish Annual Return of Immovable Property (IPR) held by him / her for the period ending 31st December of a year by 31st January of the following year, in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him / her or owned or acquired by him or held by him 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. Failure in filing the IPR has to be viewed as misconduct under Conduct Rules. Furnishing of false information in this regard will also be construed as misconduct. Board, vide D.O.No.A-28011/52/2011-SO(Per/EC) dated 05.01.2012 communicated that the DOPT, vide O.M dated 23.05.2011 had advised the Cadre Controlling Authorities to place the IPRs of the officers in the public domain by 31st, May 2011.

1.2 Accordingly, all Group "A" and Group "B" Officers [including Inspectors of Central Excise (Group "B" Non-Gazetted) and Deputy Office Superintendents (Group "B" Non-Gazetted)] attached to Trichy Central Excise Commissionerate are hereby advised to file their Immovable Property Returns for the year 2014 (as on 01.01.2015) well in time preferably before 20.01.2015 so that the monitoring of entire process of receipt can be completed by 31st January, 2015. The Specimen format prescribed for Immovable Property Returns (in bilingual form) is enclosed.

1.3 As per Ministry's letter F.No.C.30019/9/2008 - Ad.IV dated 09.09.2008, it has been clarified that all the Inspectors of Central Excise are also directed to file their Immovable Property Returns.

2. It may please be noted that the Group "A" Officers may file their IPR for the year 2014 (as on 01.01.2015) in duplicate, while a single copy would suffice in respect of Group "B" Officers including Inspectors of Central Excise.

3. The Deputy / Assistant Commissioners in the Division and in the Hqrs are called upon advise the officers working under them to ensure that the IPRs filed by them reach the Vigilance / Confidential Section, Trichy Central Excise Hqrs. Office in time. All Group "B" officers working in Divisions shall submit their IPR for the year 2014 (as on 01.01.2015) through their concerned Deputy/Assistant Commissioners who in turn may forward the same to Headquarters Office latest by the date specified above. The Assistant Commissioners shall also inform the names of officers who have not filed the IPR within the due date. The Controlling Officers of Group "B" Officers should ensure that the Staff working under their charge have submitted their Immovable Property returns by 11.01.2015 and a certificate to that effect be sent to this Office.

4.1 It is brought to the notice of all concerned that every APAR Form contains a column wherein the officer concerned is required to indicate whether the IPR was submitted in time and therefore it shall be the responsibility of the individual concerned to submit the IPR in time and


in respect of Group "A" officers, the date of filing IPR is required to be mentioned in the APAR. Therefore, the date of filing of IPR may be noted down.

4.2 Instances of furnishing certain types of vague / incomplete particulars in the IPR have come to the notice while scrutinizing the IPRs of the Officers in the past. Therefore, with a view to remove difficulty and in order to ensure timely furnishing of correct particulars in the IPRs by all concerned, the following illustrative points are furnished for guidance:

- a. The Officers filing their IPRs may ensure that the complete address / location of property including the Survey Numbers, details of the area are furnished in the respective column.
- b. Item wise particulars i.e. landed property / housing may be furnished separately.
- c. If there is any change in the value of property or income on property, it may be suitably explained in the remarks column. The remarks such as "No change", "No change during the year", "Same as last year", "No addition", "No deletion", "As in the previous year", "-", "Not applicable", etc., should be avoided.
- d. In case of joint property the particulars in this regard may be clearly specified.
- e. Generally, the survey numbers, extent, in area are not correctly furnished when compared with the previous year IPR statement, which may be avoided and correct particulars may be furnished.
- f. Housing property may also cover the details of area of land in which the house is situated, constructed area and number of floors.
- g. In respect of all the acquisitions, the reference number of the permission obtained / intimation filed may be indicated against the relevant item or property.
- h. Those who file their IPR for the first time on appointment are advised to clearly mention details of property, if acquired prior to entry into the department and enclose copies of documents wherever require evidencing property in their names.
- i. The Officers who are filing the IPR for the first time, may enclose copies of permission / intimation letters along with copies of the relevant documents for the property owned by them or by the members of their family.
- j. In all cases of property, the present market value may be furnished instead of furnishing purchase value or the approximate value in relation to the present conditions. Any known reasons for abnormal increase / decrease in value of the property may be stated.
- k. Any other relevant matter may be properly explained in the remarks column to avoid further correspondence in the matter.
- l. The property owned by the members of their family and purchased out of their own funds should not be incorporated in the IPR.
- m. All Columns of the statement may invariably be filled in a legible manner.


(SANSAR CHAND)
COMMISSIONER

To
All Deputy / Assistant Commissioners of Central Excise, Trichy - I / Trichy - II / Thanjavur / Karur / Karaikal.; All the Deputy / Assistant Commissioners in Hqrs Office, Trichy.
All Section Officers / Section Heads, Hqrs, Trichy.
Copy to: The Joint Commissioner (P&V) / Joint Commissioner (P&V), Trichy.
Copy to: The Commissioner of Central Excise (Appeals), Hqrs., Trichy
Copy to: The Private Secretary to the Commissioner (C.Ex.), Trichy.
The Private Secretary to the Commissioner (Appeals), Trichy
The Steno to Additional Commissioner, Hqrs. Office, Trichy
Copy to: The Superintendent, Computer Cell-for uploading in Commissionerate's website.

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नं1 विलियम्स रोड, कन्टोनमेंट, तिरुच्चिराम्पल्लि-620 001
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE & SERVICE TAX
NO.1 WILLIAMS ROAD, CANTONMENT, TIRUCHCHIRAPPALLI - 620 001.

सी.सं. C.No.II/39/13 2014 -CF

दिनांक Date: 26.12.2014

विषय : गोपनीय - अचल संपत्ति विवरण फाइल करना - के बारे में ।
 Sub: Confidential - Filing of IPR - Regarding.

वर्ष 2014 (01.01.2015 की स्थिति) के लिए संबंधित अधिकारियों द्वारा अचल संपत्ति विवरण फाइल करने से संबंधित विस्तृत अनुदेश संलग्न हैं ।

Please find enclosed the detailed instructions regarding filing of Immovable Property Returns for the year 2014 (As on 01.01.2015) by officers concerned.

2. सभी संबंधितों को सूचित किया जाता है कि अनुदेशों को ध्यान से पढ़ें और तदनुसार निष्ठा से अनुपालन करें ।

All concerned are advised to go through the instructions carefully and comply with the instructions in letter and spirit.

संलग्न : अनुदेश

Encl: Instructions


 संसार चंद

SANSAR CHAND
 आयुक्त
COMMISSIONER

सेवा में
 सभी ग्रुप 'क' व 'ख' अधिकारी,
 तिरुच्चि केन्द्रीय उत्पाद शुल्क एवं सेवा कर
 आयुक्तालय

To
 All Group 'A' & Group 'B' Officers,
 Trichy Central Excise & Service Tax
 Commissionerate

प्रतिलिपि Copy to :
 आयुक्त (अपील) का निजी सचिव
 Commissioner (Appeals)

1 जनवरी 2015 को 2014 वर्ष के लिए अचल संपत्ति का विवरण STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2014 AS ON 1ST JANUARY 2015

01. अधिकारी का नाम Name of the Officer (in full):

04. जन्म तिथि Date of Birth:

02. जिस सेवा में अधिकारी कार्यरत है
Service to which the officer belongs :

05. वर्तमान वेतन Present Pay:

03. वर्तमान पद Present Post held :

06. वर्तमान ग्रेड में नियुक्ति की तारीख :
Date of appointment in the present grade

जिला, उप-मंडल, ताल्लुका व गाँव का नाम जहाँ संपत्ति स्थित है Name of District, Sub-Division, Taluk & Village in which the property is situated	संपत्ति का नाम तथा विवरण Name and Details of the Property			अगर अपने ही नाम में नहीं है तो किसके नाम पर है और सरकारी कर्मचारी के साथ उनकी रिश्तेदारी If not in own name state in whose name held & his / her relationship to the Govt. Servant	कैसे अर्जित की गयी - क्रय, बंधक पट्टा, विरासत, देन द्वारा या किसी अन्य प्रकार से - अर्जन की तारीख बताएँ ;जिस व्यक्ति से अर्जित की गयी उनके नाम व विवरण । दितीय स्रोत भी बताएँ How acquired whether by purchase, lease mortgage (##) inheritance, gift or otherwise with the date of acquisition and name with details of person from whom acquired. Also indicate the source of finance	संपत्ति से वार्षिक आय Annual Income from the Property	अभ्युक्तियाँ Remarks
	आवास व अन्य मवन Housing and other Building	भूमि Lands	वर्तमान मूल्य (**) Present Value (₹)				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

दिनांक सहित हस्ताक्षर Signature with Date

जो लागू नहीं उन्हें काट दें **INAPPLICABLE TO BE STRUCK OUT**

(**) अगर मूल्य को ठीक-ठीक निर्धारित करना संभव नहीं है तो वर्तमान परिस्थितियों के अनुरूप मूल्य दें ।

In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated

अल्पावधि पट्टा भी शामिल है । Includes short term lease also.

नोट : सेवा में पहली नियुक्ति पर घोषणा पत्र को भरकर प्रस्तुत करना है और तदुपरान्त हर बारह मास के अंतराल पर उनके द्वारा स्वामित्व रखे, अर्जित या दायगत या अपने ही नाम में या उनके परिवार के किसी सदस्य के नाम में या किसी अन्य व्यक्ति के नाम में बंधक पट्टा की गयी सभी अचल संपत्ति का विवरण देते हुए प्रस्तुत करना है । ।

The declaration form is required to be filled in and submitted on 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 lease mortgage either in his own name in the name of any member of his family or in the name of any other person.