



सीमा शुल्क प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
सीमा शुल्क सदन :: पत्तन क्षेत्र :: विशाखापटनम - 530 035
CUSTOM HOUSE :: PORT AREA :: VISAKHAPATNAM – 530 035
फोन :: (0891) 2564552 :: फ़ैक्स :: (0891) 2562613
PHONE :: (0891) 2564552 :: FAX :: (0891) 2562613

F.No.S20/110/2016 -CIU.

Date:19.12.2016

CIRCULAR

Sub: Submission of Immovable Property Returns by Group 'A', 'B', 'C' & erstwhile Group 'D' Officers for the year 2016 (as on 01.01.2017) - Reg.

All the Group 'A', 'B', 'C' & erstwhile Group 'D' Officers of this Commissionerate are hereby directed to submit the Annual Immovable Property Returns under Rule 18(1) (ii) of the CCS (Conduct) Rules, 1964 for the year 2016 as on 01.01.2017, in the prescribed proforma (in duplicate) to CIU Section on or before 10.01.2017 positively.

2. The officers should give complete particulars of such immovable property owned/ inherited or acquired by the employee or held by him/her on lease or mortgage either in his/her name or in the name of any member of his/her family or in the name of any other person as mentioned below:

- | I. <u>Nature of the Asset held/acquired</u> | <u>Information to be furnished in the IPR.</u> |
|---|---|
| a. House / Flat | : Door No. & Street. (i.e. correct postal Address) and name of the apartment with flat number, amount invested and sources. |
| b. Vacant site/
Agricultural land | : Survey no., Extent and name of the street / village, amount invested and sources. |
- II. Item-wise particulars i.e. land / house property should be furnished separately.
- III. If there is any change in the value of the property or income on property, it should be properly explained in the Remarks column.
- IV. In case of Joint property, the exact share of the Govt. Servant (in property and income) should be specified.
- V. In respect of all the acquisitions, the reference of the permission obtained / intimation filed should be noted against the relevant item or property in the Remarks column.
- VI. In all cases of property, the present value should be furnished instead of furnishing purchase value or the approx. value in relation to the present condition may be indicated.
- VII. Any other relevant matter should be properly explained in the Remarks column to avoid further correspondence in the matter.
- VIII. All columns of the statement should invariably be filled in legibly.
- IX. Phrases such as "SAME AS LAST YEAR" or "NO CHANGE" should not be used while filing the return.

3. The above instructions should be followed scrupulously and the I.P.R may be filed in time by the Group 'A', 'B', 'C' & erstwhile Group 'D' officers in the proforma (available at http://vizagcustoms.gov.in/forms/IPR_2016.docx), as a report is to be sent to Board in time.

4. This issues with the approval of the Commissioner of Customs.


19.12.16
(SUDHAKAR MISHRA)

ADDL. COMMISSIONER OF CUSTOMS

To

1. All Group 'A' Officers.
2. All Group 'B' Officers.
3. All Group 'C' Officers.
4. All erstwhile Group 'D' Officers.
5. EDI Section for uploading the circular on to the website