



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 :: 2564552 (0891) :: फ़ैक्स :: (0891)2562613
PHONE:: (0891) 2564552 :: FAX :: (0891) 2562613

फ.सं./F.No. S20/110/2016-CIU

दिनांक/ Date: 15.12.2017

परिपत्र / CIRCULAR

Sub: Submission of Immovable Property Returns by Group 'A', 'B', 'C' & erstwhile Group 'D' Officers for the year 2017 (as on 01.01.2018)-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 2017 as on 01.01.2018, in the prescribed proforma (in duplicate) to CIU Section on or before 10.01.2018 positively.

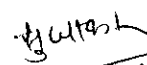
2. Further all Group 'A' officers shall file online returns of the IPR in terms of DGHRD letter F.No. 8/B/328/HRD (HRM)/IPR/2016 dated 19.12.2016. The necessary IPR module for filing the IPR online has been integrated in the SPARROW by NIC which can be accessed by logging into <https://sparrow-irs.eoffice.gov.in>.

3. 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:

<u>Nature of the Asset held/acquired</u>		<u>Information to be furnished in the IPR</u>
I.	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.	

4. The above instructions should be followed scrupulously and the IPR may be filed in time by the Group 'A', 'B', 'C' & erstwhile Group 'D' Officers in the proforma (available at http://vizagecustoms.gov.in/forms/IPR_2017.docx), as a report is to be sent to Board in time.

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


15.12.17
(सुधाकर मिश्रा/SUDHAKAR MISHRA)
अपर आयुक्त, सीमा शुल्क/
ADDITIONAL COMMISSIONER OF CUSTOMS

Copy to:

1. All officers/ staff
2. Notice Board
3. Supdt. (EDI) –For uploading on the website

१ जनवरी, २०१८ को वर्ष २०१७ की अचल संपत्तियों की विवरणी/STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2017 (AS ON 01.01.2018)

अधिकारी का नाम/Name of the Officer (in full) :	जन्म तिथि / Date of Birth :
अधिकारी किस सेवा से सम्बद्ध है/Service to which the Officer belongs to :	वर्तमान वेतनमान/ Present pay :
वर्तमान पद/ Present post held :	

संपत्ति जिस जिला, उप जिला, तालुक और गाँव में स्थित है उसका नाम/Name of District, Tq. and Village in which the property is situated.	संपत्ति का नाम और विवरण/ Name & Details of the property			यदि अपने नाम पर नहीं है तो जिसके नाम पर है उसके साथ सरकारी कर्मचारी का संबंध/ 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, inheritance, gift or otherwise with the date of acquisition and name with details of persons from whom acquired. Also indicate the source of finance	अधिग्रहण की तारीख/	निर्धारित अधिकारी से स्वीकृति प्राप्त करने के विवरण यदि हो/	संपत्ति से वार्षिक आय/ Annual income of the property	अभ्युक्तियाँ/ Remarks.
	आवासीय या अन्य भवन/ Housing & other Buildings	भूमि का विस्तार/सर्वेक्षण संख्या/कुल क्षेत्र/ Lands	वर्तमान मूल्य/ Present Value(*)						
1	2	3	4	5	6	7	8	9	10

तारीख सहित हस्ताक्षर/ (SIGNATURE WITH DATE)

-- Inapplicable 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.

Note: The declaration form is required to be filled and submitted on first appointment to the Service and thereafter at the interval of every twelve months giving particulars of all immovable properties owned, acquired or inherited by him or lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person. All the columns 1 to 8 have to be filled completely. No column should be left blank.