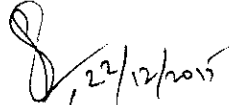


F. No. S20/13/2009-CIU,
Custom House, Visakhapatnam,
Date: 22.12.2015

NOTE

Sub: Submission of Immovable Property Returns by Group 'A', 'B', 'C' & 'D'
Officers for the year 2015 (as on 01.01.2016) - Reg.

Please find enclosed herewith the Circular dated 22.12.2015 issued by the Additional Commissioner of Customs (P&V), Custom House, Visakhapatnam on the above subject. In this connection it is requested that the Circular and prescribed format for filing the returns be uploaded at www.vizagcustoms.gov.in website and the same may be placed under 'the Employee's Desk/administrative forms' menu immediately.


22/12/2015
Supdt. (CIU) / Supdt. (EDI)



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.S20/13/2009 -CIU.

Date:22.12.2015

CIRCULAR

Sub: Submission of Immovable Property Returns by Group 'A', 'B', 'C' & erstwhile Group 'D' Officers for the year 2015 (as on 01.01.2016) - 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 2015 as on 01.01.2016, in the prescribed proforma (in duplicate) to CIU Section on or before 11.01.2016 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, landed property / housing 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 enclosed proforma, as a report is to be sent to Board in time.

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


(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.

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2015 (AS ON 01.01.2016)

- | | | | |
|--|---|------------------|---|
| 1. Name of the Officer (in full) | : | 4. Date of Birth | : |
| 2. Service to which the Officer belongs to | : | 5. Present pay | : |
| 3. Present post held | : | | |

Name of District, Tq, and Village in which the property is situated.	Name & Details of the property (*) (Specify the Area of the house/Flat/site/land)		Present Value (*)	If not in his/her/own name, state in whose name held and his/her relationship to the Govt. Servant.	How acquired. Whether by purchase, lease or 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. @	Annual income of the property	Remarks.
	Housing & other Buildings	Lands					

(SIGNATURE WITH DATE)

--- Inapplicable to be struck out.

- (*) In case where it is not possible to access 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 on 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.