



**ANNEXURE – I**  
**(Rule 16)**

**PROCEDURE FOR SUBMISSION OF ANNUAL PROPERTY RETURN**

1. As the property returns has now been made annual, the following procedure will henceforth be followed in respect of submission and maintenance of Property Returns.

**(NOTE : PROPERTY RETURNS ARE TO BE SUBMITTED IN PROFORMA – I & II UNDER RULE – 16)**

**Authority**

IDN No.BDL/0451/066/C-P&A

*Dt.331-10-1999 (Modified as per practice followed)*

- (a) The Corporate P& A will issue property Returns Forms to the Divisional P&A Departments who in turn issue the same to the individual offices of their divisions by 7<sup>th</sup> January every year.
- (b) The individual officer shall submit the duly filled in property return form by 20<sup>th</sup> January every year, to their respective P&A Deptts who in turn forward the same to the Corp. P&A Deptt. within a week.
- (c) Corporate P&A will computerize the list of officers division-wise and designation-wise beforehand and enter the same on receipt of duly filled in forms (format is given at Annexure-I)
- (d) Divisional P&A Deptts. Will ensure that all the annual property returns are received and forwarded to Corporate P&A by 30<sup>th</sup> January every year. Corporate P&A will also follow up the same.
- (e) The Corporate P&A will forward a copy of the computerized list by 10<sup>th</sup> of February every year to the Vigilance Department for information.
- (f) Maintenance (i.e. receiving & filing) of Property Return and their safe custody will be with the Corporate P&A Deptt. the Vigilance Department may scrutinize the same on random basis and the Corp. P&A Deptts will make available 20% of the Annual Property Returns on specific information/requisition so that the scrutiny-cycle get completed in every five years.

NOTE : As regards the old records maintained in the Vigilance Deptt. i.e. upto 1997-98/Nov98, the Vigilance Deptt., will forward a list to Corporate P&A Deptt. alongwith the files and henceforth to be maintained in the Corporate P&A Deptt.

2. Submission of Property Returns has to done through online and signed hardcopy has to be submitted to concerned P&A.

***Authority***

*IDN No.BDL/04/51/*

*032/C-P&A*

*dt.31-10-1998.*

3. The individual officers are required to fill up the property return forms properly and completely. They are, therefore, requested to check the following while filling the property returns forms.

***Authority : PC No.05/2001 dt.04-04-2001***

## Proforma I

Details required in the Column	Remarks
1) Year	As the proforma is to be filled on first of January of every calendar year, the previous year is to be indicated at this place.
2) Name of the district, Sub division, Taluk and Village in which property is situated	All the information as given in the Registered deed is to be given. Survey Number can also given as additional information.
3) Name and details of property	
(a) Housing and other Buildings	Plinth area in each floor including common area, postal address and any other relevant information such as registration document Number and date can be given.
(b) Land	Area, Survey No. Fenced or Unfenced, Crops grown, or buildings thereon to be indicated. Registration document number can also given.
(c) Present value	Wherever not possible to give present value, the cost at the time of purchase with date can be given.
4) Name with details of persons from whom acquired is to be given	Many returns do not furnish this information
5) Date of acquisition	Not indicated in many Returns
6) Annual income	'Nil' to be given wherever there is no income from property.
7) Remarks	Whether permission is taken/information is given to the authority/Management (with Ir.No & dt.) as in Rule No.16 (1), (2) & (3) of CDA Rules & PC No.06/99 dated 12.3.1999.
8) Signature and Date	Signature and date are to be indicated.

## ANNEXURE – I (Contd.)

**Porforma II**

Many officers used to write the year just after 1<sup>st</sup> January. As the year is already indicated in Proforma I, indicating year at this place creates confusion, and may be avoided.

All the 14 rows of items should be filled. If any of the item is not available/acquired it should be indicated as 'nil'. If the present value of item is not known, the value of the item at the time of purchase with date is to be given.

With signature, date is to be indicated.

3.1 Heads of the Divisional P&A Departments shall scrutinise the property returns forms before forwarding them to Corporate P&A Department and ensure that the said forms are filled in all respects as well as authenticated by putting signature and official seal.

**CLARIFICATIONS :**

1. In terms of Sub Rule 4 (e) of Rule –16, every employee once in every year has to submit a return of immovable property inherited/owned/ acquired, the employees are, therefore, required to submit the return on 1<sup>st</sup> January every year and also submit return in respect of movable properties, as per Rule 16 (2) and Rule 16 (3).

**1.1 Transaction of Movable and Immovable property :**

**Authority** (i) According to Sub-Rule (1) of Rule-16, the employees  
*PC No.06/99* shall bring to the knowledge of the Competent Authority  
*Dt.12-03-1999* beforehand about acquiring and disposal of immovable property.

(ii) According to Sub-Rule (2) of Rule –16, the employees shall obtain prior permission of the Competent Authority for any transaction concerning any immovable or movable property with a person or a Firm having official dealing with the employee or his subordinate.

(iii) In this connection, all the employees are advised to keep the Competent Authority informed about acquiring and disposal of

immovable property as required under sub-rule (1) of Rule 16 and the reference of such intimation should be mentioned in the "Remarks" column of the Property Returns Form while submitting the property returns.

(iv) All employees shall comply with the above

3. Explanation :

(i) The term "transaction" concerning movable/immovable property owned/held includes all transactions of sale or purchase.

(ii) For the purpose of this Rule, movable property would include :

- (a) Insurance policies, the annual premium of which exceeds Rs.1000/-, shares, securities and debentures, jewellery etc.
- (b) Loans advanced by such employees whether secured or not.
- (c) Motor car, motor cycles/scooters, horses or any other means of conveyance; and
- (d) Refrigerators, radios, radiograms, television sets, music systems, air conditioners/coolers, washing machines, etc.

(iii) Transaction entered into by the spouse or any member of family of an employee of the Company out of his own funds (including Stridhan, gifts, inheritance, etc.) as distinct from the funds of the employee of the Company him-self in his own name and in his right would not attract the provisions of this rule.

4. If no particulars are to be furnished in the prescribed form, a 'NIL' statement has to be given.

4.1 The Officers are, therefore, required to furnish appropriate particulars as per the proforma of Property Returns and to avoid remarks like "no property is acquired", or "return as furnished in the previous year/years", or "same as last Year", etc. The Offices are requested to submit their property returns when due, i.e. in time.

**Authority**

PC No.11/99

Dt.10-05-1999

5. Necessary Formats can be had from the respective Divisional P&A Deptt. The completed forms are to be submitted to the Head of Divisional P&A



Deptt., who in turn will forward the same in respect of all employees of the Division, by 31<sup>st</sup> January, in respect of movable/immovable property in Proforma I & II to DGM (C-P&A) alongwith a completed list of employees showing Name, Staff No., Designation, Grade/Scale of pay, Basic Pay, etc.

6. The relevant reports should be submitted in closed cover duly marked 'Confidential'. It is needless to add that cover should be superscribed as under :

**Property return for the year ending** \_\_\_\_\_

**Name of the Executive** \_\_\_\_\_

**St. No.** \_\_\_\_\_

**Deptt.** \_\_\_\_\_ **Division** \_\_\_\_\_