

No.10567/RCS/Estt/E1/2022/
GOVERNMENT OF PUDUCHERRY
CO-OPERATIVE DEPARTMENT

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Puducherry, dt.14 .01.2023

CIRCULAR

Sub: Co-op. Dept. – Estt – Submission of Property returns for the year ending December, 2022 – Reg.

Ref: 1. This Department circular of even No. dated 14.12.2022.

2. Circular/I.D.Note No.C.29011/1/2021-CVO dated 05.12.2022 of the **CVO – Onlin submission of Immovable Property Returns URGENT** for the year 2022 (to be submitted in 2023) - communicated vide Endt.No.10567/RCS/Estt./E1/2022 dated 14.12.2022

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In accordance with the provisions contained under Rule 18 of the Central Civil Services (Conduct) Rules, 1964, all Group 'A' and 'B' (Gazetted & Non-Gazetted) officers / officials presently working in this department including those on deputation are required to submit their Annual Immovable Property Returns for the year 2022 (as on 01.01.2023), in the enclosed format.

2. The property returns should contain particulars of all Immovable property owned, acquired or inherited by the officer / official or held by him / her on lease or mortgage, either in his / her name or in the name of any members of his/her family or in the name of any other person dependent on Government Servant.

3. Phrases like "no change", "no addition" or "as in the previous year" should not be used and full details to be provided.

4. It is pertinent to mention that as per the instant instructions of DoPT, New Delhi, the non-submission of Annual Immovable Property Returns leads to denial of Vigilance Clearance to the concerned Officer. Moreover, the Annual Performance Appraisal Reports in respect of the officer could not be written due to which, financial up-gradation under MACPS / Promotion / Regularization proposals could not be processed.

5. Therefore, all Group 'A' and 'B' officers working in this Department including those on deputation are hereby instructed to furnish their Annual Immovable Property Returns for the year 2022 (as on 01.01.2023), **on or before 20.01.2023** without fail. The Section Heads shall circulate the above circular among the Officers / officer working under their control.



(A.MARIA JACINTHA)

SENIOR ACCOUNTS OFFICER

To

- 1 The Dairy Development Officer, Co-operative Department, Puducherry
- 2 The DRCS (Planning, Audit, Consumer, Handloom, Credit, Housing, Legal)
- 3 The Superintendent (Establishment/Accounts/Web Editor)
4. All Branch Officers (Karaikal, Mahe & Yanam) - With instructions to submit a compliance Report upon this

Copy to: 1. The P.S to RCS

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2022 AS ON 01.01.2023

1. Name of Officer (in full) :
2. Service to which the Officer belongs :
3. Present Pay :

S. No.	Description of property	Precise location (Name of District, Sub-Division, Taluk & Village or City in which property is situated and also its distinctive number, etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	Date of acquisition	How acquired, whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Vale of the property	Particulars of sanctions of prescribed if any	Total annual income from the property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature

Name

Designation

Date