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Kashmir House, Rajaji Marg
New Delhi-110011

30898/Policy/E1D

27 Nov 2018

E-in-C'S List 'A' & 'B'

SUBMISSION OF ANNUAL IMMOVABLE PROPERTY RETURN (AIPR)
BY GROUP 'A' & 'B' OFFICERS OF CENTRAL SERVICES
FOR THE YEAR 2018 (i.e. AS ON 01 JAN 2019)

1. Annual Immovable Property Return (AIPR) in respect of Gp 'A' and Gp 'B' Officers for the year 2018 (as on 01 Jan 2019) is required to be submitted latest by 31 Jan 2019. Non submission of AIPR within the stipulated time period / date leads to denial of vigilance clearance to the Offrs for empanelment / sensitive appointments / deputation / cadre clearance etc.
2. It is also observed that some officers either do not submit their AIPR on time or file the same after stipulated time period / date. This leads to administrative difficulties while processing their cases as filing of AIPR within the stipulated time period is mandatory.
3. In view of above, it is therefore, requested that all Gp 'A' & Gp 'B' officers under your AOR may please be directed to submit the AIPR (2018) without fail as per the due date / as per the format.
4. The AIPR in respect of **GP 'A' Officers** is to be submitted to **Jt DG (D&V), E-in-C's Branch** and for **Gp 'B' Offrs to CRO (O) Delhi Cantt, New Delhi**. The AIPR can be forwarded from the respect officers directly to **O/o Jt DG (D&V) / CRO (O) Delhi Cantt, New Delhi** and there is no requirement of any countersignature.
6. These instructions may be circulated upto the level of AGE / AGE (I) under your respective AOR.


(Anil Kumar)
Dir (D&V)
for E-in-C

Encls : (As above)

Internal

Automation Cell - It is requested to upload the latter on MES website.

STATEMENT OF ANNUAL IMMOVABLE PROPERTY RETURN FOR THE YEAR ENDING 2018 (AS ON 01.01. 2019)

1. Name of Officer : _____
 2. MES No. : _____
 3. Service to which officer belong : _____
 4. Present Post Held : _____
 5. Present Pay : Rs. _____

6. Date of Appointment : _____
 7. Date of Birth : _____
 8. Date of Retirement : _____
 9. Unit where employed : _____

Srl No	Name of District Sub Div, Taluk and Village or city in which property situated (full location & postal address)	Name and details of property House and other building Land	Cost of construction / Acquirement (and year when purchased) including of land in case of house	Present value *	If not in own name, state in whose name held and his/her relationship, if any to the Govt Servant.	How acquired (whether by purchase, mortgage, lease **, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Govt Servant, if any, with the person/persons concerned).	Annual income from the property	Remarks (E-in-letter referenc vide which pro is noted
1	2	3	4	5	6	7	8	9

Dated : _____

Signature _____

NOTE

- * In case where is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- ** Includes short term lease also.
- The wording **"No change or No addition or as in previous year"** are not acceptable and all property details are required to be entered irrespective of the fact that **they have been intimated/noted during the previous AIPRs.**
- AIS officers are requested to fill the form in duplicate.
- The declaration form is required to be filled in and submitted by every member of Class I and II services under relevant provision of conduct Rules and the first appointment to the service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or, mortgage, either in his own name of any member of his family or in the name of any person dependent on Government Servant.