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30898/Policy/E1D

27 Jul 2016

HQ Chief Engineer Southern Command
HQ Chief Engineer Eastern Command
HQ Chief Engineer Western Command
HQ Chief Engineer Central Command
HQ Chief Engineer Northern Command
HQ Chief Engineer South Western Comand
ADG(OF&DRDO),Mudfort, Secunderabad
ADG (D&C),Pune

**INSTRUCTIONS : SUBMISSION OF THE DOCUMENTS TO PRESCRIBED
AUTHORITY PERTAINING TO TRANSACTIONS IN IMMOVABLE/MOVABLE
PROPERTY, INTIAL PROPERTY STATEMENT (IPS) AND
ANNUAL IMMOVABLE PROPERTY RETURN AIPR)**

1. It is noticed that documents pertaining to Initial Property Statement (IPS), Annual Immovable Property Return (AIPR) and for transactions related to movable/immovable property are generally received with several deficiencies and incomplete information.
2. In view of above a set of instructions have been compiled for the benefit of environment in order to avoid the protracted correspondence. These instructions are enclosed as Appendix 'A'.
3. All the Group 'A' and Group 'B' officers are requested to go through these instructions before sending any such documents to this HQ (in case of Gp 'A' Offrs) and CRO (O) New Delhi (in case of Gp 'B' Officers).

Encls : Appendix 'A' (04 sheets)


(PK Goel)
Dir (D&V)
For E-in-C

NOO

Copy to (internal)

E Coord-1 - For circulation to all the section in E-in-C's Branch.

Automation Cell - It is requested to upload this letter on official website.

**INSTRUCTIONS: SUBMISSION OF THE DOCUMENTS TO PRESCRIBED
AUTHORITY PERTAINING TO TRANSACTIONS IN MOVABLE/ IMMOVABLE
PROPERTY, INITIAL PROPERTY STATEMENT (IPS) AND ANNUAL
IMMOVABLE PROPERTY RETURN (AIPR)**

GENERAL INSTRUCTIONS

- 1 Intimation of all transactions related to immovable and movable property shall be done on relevant forms i.e. Appx 'G' & 'H'. Appx 'G' for immovable transaction is different than for movable transaction, while Appx 'H' is same. Appx 'H' to be countersigned by controlling officer.
- 2 All the documents should be neatly filled and self explanatory.
- 3 Before sending the documents related to any new transaction please ensure that all previous transactions submitted by you are noted by the E-in-C's Branch. No new transaction is noted unless the observations related to previous transaction are settled.
- 4 All such documents as above to be forwarded through the respective offices to E-in-C's Branch. In case of HOO's such as AGE(I), GE, CWE and CE such documents to be forwarded through the offices of their controlling officers.
- 5 All the supporting documents enclosed should be **self-attested**.

ACQUISITION OF IMMOVABLE PROPERTY

- 6 Prior intimation for sale and purchase of immovable property shall always be intimated on Appx 'G' and 'H'. Offr Name, MES No, and address of the unit to be filled clearly. Mention the official telephone Nos for faster communication (alongwith Fax Nos).
- 7 All forms to be filled in neat hand writing or typed and should be legible.
- 8 Details regarding the proposed finance of the property should be filled properly.
 - (a) If savings are used than one year bank statement to be enclosed.
 - (b) Loan sanction letter to be enclosed if loan is being taken.
 - (c) If loan assistance is being taken from some relative than terms and conditions of the loan may be mentioned. A letter from the person giving loan alongwith his/her source of income and the PAN No must be enclosed.
 - (d) Copy of PPF or GPF may be enclosed if financing from the same.
 - (e) Copy of the LIC/FD/MF may be enclosed if financing from the same.
 - (f) Value of the property should be mentioned inclusive of tentative registration amount.



9. In case of joint applicants for the property, share of each applicant should be mentioned.

10 At the time of prior intimation if documents related to loan, assistance from relative etc are not available than only the amount may be mentioned in the relevant column of Appx 'G' and 'H'. However same are required at the time of final noting.

11 Copy of sale deed (English or Hindi version) to be enclosed at the time of final noting. If sale deed in some regional language then English version to be enclosed.

12 In case of sale of property please ensure while forwarding the documents that property in question has already been noted by this HQ with regards to its acquisition either by direct purchase or through inheritance.

13 It is often seen that intimation regarding the inherited properties when sold, are sent to this office while the intimation at the time of inheritance was not given. Such documents are returned and officer is asked to forward the documents regarding the acquisition first.

14 Bank statement of last one year upto the last entry (towards payment) should invariably be enclosed alongwith all the transactions. It is preferred that all soft loans from the relatives are first deposited in the bank account and then payment towards the property are made. All such entries to be clearly highlighted. If there are too much of entries then same may be reflected in a tabular format and enclosed with the documents.

ACQUISITION OF MOVABLE PROPERTY

15 All intimations to be made with in one month of acquisition.

16 Prior intimation is not required

17 All intimation to be done on Appx 'G' (Movable property) and Appx 'H'

18 In case of car, cost to be shown inclusive of registration and insurance amount and copy of registration and insurance certificate be enclosed.

19 In case of personal saving, bank statement of one year upto the last payment must be enclosed.

20 Loan letter of bank be enclosed in case of loan.

21 In case of assistance from wife than source of income of wife and the copy of one year bank statement may also be enclosed.

22 In case of soft loan from relatives, terms and conditions of loan to be mentioned. Relation with relatives, his source of income and PAN No to be mentioned.



23 Acceptance of gift and loan by Govt servant from near relatives:-

- (a) It is noticed that there is rising tendency in the officers to accept gift/loans from their relatives/friends while going for acquisition of movable/immovable properties. Such practice should not be adopted by Govt servant as a routine and should be used rarely and judiciously.
- (b) In some instances the contribution of officer has been only 10% to 20% towards the procurement price and 80% to 90% of the acquisition is proposed to be financed by loan from relatives. Such transactions for acquisition of immovable properties should be avoided at all the cost.
- (c) Officers should make themselves familiar with the provision of Rule 13 of CCS (Conduct) Rules related to GIFTS and Rule 16 related to INVESTMENTS, LENDING AND BORROWING.
- (d) Govt servant should make a report to the Government or seek the prior permission, as the case may be, if the value of gift exceeds the limits specified in Rule 13 of CCS (Conduct) Rules.
- (e) Purely temporary loan of small amounts, free of interest can be taken by a Govt servant from personal friends and relatives. If the amount of such loan is large previous sanction will be necessary. Refer Rule 16 of CCS (Conduct) Rules.

INITIAL PROPERTY STATEMENT (IPS)

- 24 All intimation to be done on form I to V (Total 05 forms)
- 25 All forms to be filled **as on the date of joining.**
- 26 MES No, Name, Rank, DOB, date of joining the service and date of retirement (future) to be clearly mentioned.
- 27 All the details related to movable and immovable assets to be filled which are in physical possession at the time of joining the department. Property to be inherited at the later date should not be shown. In case of any immovable property relevant supporting document to be enclosed. Copy of bank statement, vehicle registration, LIC, mutual funds etc may be enclosed as shown in the relevant forms. All jewelry to be mentioned in grams, present value as well as description to be mentioned. Date of inheritance/marriage/religious function/gift to be mentioned at received on such occasion. Documentary evidence may be enclosed if any in support of such acquisition.

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ANNUAL IMMOVABLE PROPERTY STATEMENT (AIPR)

28 To be filled each year as on 31 Dec of that year. It should reach E-in-C's Branch office latest by 31 Jan of following year. That is AIPR as on 31 Dec 16 should reach E-in-C's Branch latest by 31 Jan 2017.

29 All the columns to be filled properly. Name, MES No, Designation and unit name etc should be filled properly.

30 No need of countersignature. Address of the property should be mentioned clearly. Approximate present value shall be mentioned if exact value is not known.

31. Letter through which the property was noted by the E-in-C's Branch may be mentioned in the remarks column.

32 Date of submitting the AIPR should be clearly mentioned on the form below the signature. Form should be neatly filled on the proper format.

33 Offr who are submitting AIPR after the due date have been given the show cause notices for late submission. It is possible that disciplinary action may be initiated against such individuals in future.

Handwritten initials or signature in black ink, consisting of two distinct, stylized characters.