

**BY SPEED POST/FAX**  
No. 101/141/ADM/DE/CKM  
Government of India  
Ministry of Defence  
Dte General Defence Estates  
Raksha Sampada Bhavan,  
Ulaanbaatar Marg,  
Delhi Cantt. 110010

04 Jan, 2013

To

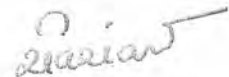
The Principal Director  
Defence Estates,  
Ministry Of Defence,  
Central/Southern/Western/Eastern/Northern Command  
Lucknow/ Pune /Chandigarh/ Kolkata/Jammu

SUBJECT: ANNUAL IMMOVABLE PROPERTY RETURN FOR THE YEAR  
ENDING 31 DEC 2012 POSITION AS ON 01 JAN 2013

As per provisions of Rule 18 (1) (ii) of CCS (Conduct) Rules, 1964, Group 'A' and 'B' officers are required to submit an annual property return by 31 Jan every year for the previous year. However, in some cases, some discrepancies have been observed in the returns. In order to do away with the inconsistencies, you are requested to obtain the returns as per the following guidelines:-

- (a) The return may be submitted in the format enclosed.
- (b) Position of the immovable property is to be shown as on 31 Dec of the previous year (not as on 01 Jan of the current year).
- (c) Returns should be submitted only through Dtes of DE. No advance copy etc is required to be sent to this Dte Gen.
- (d) Return regarding movable property is not required until specifically called for.

2. The above mentioned points may be brought to the notice of concerned officers in your jurisdiction. You are requested to forward the consolidated returns of all officers for the period ending on 31 Dec 2012 to this Dte Gen by **31 Jan 2013**.



(Ravi Shankar)  
Deputy Director General (Adm)  
For Director General  
Defence Estates

Ends. As above.

Copy to:-

Director, Southwestern Command, Jaipur  
Director, NIDEM  
All IDES Officers in the Dte Gen  
PPS to DG  
Sr.PPS to SADG  
DMS/Website

B

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR ENDING 31 DEC 2012  
POSITION AS ON 01 JAN 2013

Name of Officer (in full).....Service to which the officer belongs.....

Date of appointment to Class I/II Post..... Present pay..... Present post held with date.....

Date of Birth..... Section where employed with the.....

Name of the District/Sub Division. Taluk and Village in which the property is situated	Details of property		Present Value	If not in own name, state in whose name held and his/her relationship to the Govt. servant	How acquired whether by purchase, lease, mortgage, inherited, gift or otherwise, with date of acquisition and name with details of persons from whom acquired.	Annual income from the Property	Remarks
	Housing and other building	Land					

Signature.....

Date.....

Tele No (O).....