

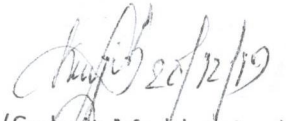
CIRCULAR

As per the provisions of Rule 18 of CCS (Conduct) Rules, 1964, it is mandatory for every Government servant belonging to any service or holding any post in Group "A" and Group "B" officers to submit Immovable Property Return (IPR) annually.

Guidelines issued by Dept. of Personnel and Training vide its Office Memorandum No. 11012/11/2007-Estt.A dated 27.09.2011 as well as CBEC guidelines vide F. No. A.35017/10/2016-Ad.II dated 14.02.2017 have stipulated that Vigilance Clearance shall be denied to an officer if he/she fails to submit his/her annual property return of the previous year by 31st January of the following year.

All designated officers are requested to submit their IPR for the year 2019 in the Proforma attached within the due date.

This is issued with the approval of the Pr. Commissioner of Customs (Airport & ACC), Kolkata.


(Suhrjit Mukherjee)

Assistant Commissioner of Customs
Special Intelligence Unit
Custom House, Kolkata.

Copy to:-

- 1) Notice Board
- 2) PS to CC, PA to all Commissioners
- 3) All ADCs & JCs
- 4) All ACs/DCs/CAOs for wide circulation
- 5) Appraising General Unit (Port/Airport)
- 6) PRO Airport & Superintendent (Posting Unit)
- 7) MCH Haldia, Budge Budge & Port Blair,
- 8) Kolkata Customs Website

IPR FORM

Statement of immovable property for the year As on 1st January,

1. Name of the Officer in full
 2. Service to which the Officer belongs
 3. Present post held
 4. Date of birth
 5. Present Pay

Name of District, Subdivision, Taluk & Vill. In which property is situated.	Name & Housing & other	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, inheritance, gift or otherwise with the date of acquisition and name with details of person from whom acquired. Also indicate the sources of finance.	Annual income of the property	Remarks
	Land						

Note: The declaration form is required to be filled in and submitted by members of Class I and II service under Rule 18(1) of CCS(Conduct) Rules 1964 on 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 or in the name of any member of his family or in the name of any other person. In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated. This include short term lease also.

Dated: _____
 Signature in full _____
 Department: _____