

Immediate/By Speed Post

**No. 34/4/2014-vig.
Government of India
Ministry of Law and Justice
Department of Legal Affairs**

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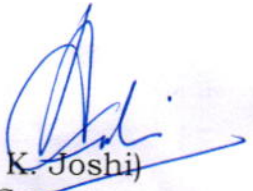
**Shastri Bhavan, New Delhi.
Dated 2nd January, 2016**

OFFICE MEMORANDUM

**Subject:- Submission of Annual Property Return of
Officials/Officers of Ministry of Law and Justice
for the year 2015 (as on 01.01.2016)**

All the Officers/Officials working in Ministry of Law and Justice are hereby informed that they are required to submit their Annual Property Return for the year 2015 as on 01.01.2016. Attention is also invited to DOPT OM No 11012/11/2007-Estt.A dated 14.12.2007 and dated 27.09.2011 in terms of which vigilance clearance shall be denied inter-alia for deputation and training programs in respect of officers who have failed to submit annual immovable property return in time.

2. Hence, it is requested that the Annual Property Return in prescribed proforma for the year 2015 may please be submitted to Vigilance Unit latest by 31.01.2016.


(A. K. Joshi)
Deputy Secretary

To
All Officers/Officials working in Department of Legal Affairs. The Officials/Officers of CSS Cadre are requested to submit their APR online at www.cscms.nic.in and all the other Officers/Officials are requested to submit their APR manually as per the enclosed format.

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2015 AS ON 31.12.2015

Service: _____

Name of Officer (in full) _____ Designation : _____ Date of Birth: _____

Ministry/Department/Office : _____ CSL No. : _____ Present Pay: _____

Name of District, Sub-Division, Taluk & Village or City in which property is situated	Name & Details of Property Housing, Lands and Other Buildings	Cost of construction/Acquirement including land in case of house and year when purchased	Present Value *	If not in own state in whose name held & his/her relationship to the Government Servant	How acquired, whether by purchase, lease **, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature _____

Date _____

NOTES:

- 1)* In case where is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2)** Includes short term leases also.
- 3) The declaration form is required to be filled in and submitted by every member of Class 1 and Class 11 (Group A and Group B) services under Rule 15 (3) of the Central Civil Services (Conduct) rules, 1955 [now Rule 18 (1) of the CCS (conduct) Rules, 1964] on 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 or in the name of any member of his family or in the name of any other person dependent on Government servant.
- 4) The wording 'No change or No addition or as in the previous year' may be avoided and full details provided.
- 5) The columns should be filled up neatly in capital letters.