



केन्द्रीय उत्पाद शुल्क प्रधान आयुक्त कार्यालय, चेन्नै - I आयुक्तालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL EXCISE
CHENNAI - I COMMISSIONERATE
26/1, उत्तमर गांधी मार्ग, नुंगमबाक्कम, चेन्नै-600034
26/1, UTHAMAR GANDHI SALAI, NUNGAMBAKKAM, CHENNAI- 600 034.

C.No.II/39/68/2012-CF

Dated: 12/01.2016

Sub: Filing of Immovable Property Return by Group 'A' and Group 'B' officers of Central Excise – Certain Instructions – Reg.

All the officers in Group 'A' and Group 'B' (both Gazetted and Non-Gazetted) Cadres working in Chennai –I Central Excise Commissionerate are required to file their **neatly typed/written** Immovable Property Returns for the year 2015 (as on 01.01.2016) so as to reach this office on or before 31.01.2016. The non-Gazetted Group B cadre includes Inspector of Central Excise and Deputy Office Superintendent. The specimen format prescribed for Immovable Property Return is enclosed. Copy of the IPR form is also available in the Commissionerate website.

1. Officers working in Division should send their IPR through proper channel.
2. The controlling officers of Group 'B' cadre should ensure that the staff working under them submit their immovable property returns on or before 31.01.2016.
3. On scrutiny of the IPRs for the previous years, various types of discrepancies have been noticed and therefore, the following points may be noted:-
 - I. Officers filing their Immovable Property Returns should ensure that the full address and location of the property is furnished in the IPRs quoting the Survey Nos., extent and Locality of property, Name of Municipality, Village, Taluk, District etc., clearly.
 - II. If there is any change in the value of the property or income from the property, it may be properly explained in the remarks column.
 - III. In case of joint property, relevant particulars in this regard may be specified.
 - IV. On comparison with the original transaction details it is found in general that the survey numbers, extent of area are not being correctly furnished. These details should invariably be incorporated in the Return.
 - V. In respect of housing property, the details of area of the land in which the house is situated, constructed area and the number of floors should be furnished. The market value of the land as on date and the market value of the house as on date should be separately mentioned in the case of individual houses.
 - VI. In respect of all the immovable property acquired, the reference number and date of the permissions obtained / intimation filed should be noted against each property. The annual income accrued on each immovable property should be indicated in Column 6 of the format and reflected in their Income Tax Returns to be filed with Income Tax Department.

- VII. In all the cases of property, **the present market value / the approximate value** in relation to the present conditions may be indicated instead of furnishing the value that existed at the time of acquiring the property.
- VIII. All the columns of the statement should be filled in a legible manner.
- IX. Officers who are filing the IPR **for the first time** should enclose copies of **permissions / intimation letters** for the property owned by them.
- X. As per the instruction of Department of Personnel & Training in their F.No.A-29012/1/2000 dated 04.02.2000 while filing up the IPR form the word **"No Change"** or **"No addition"** or **"Same as in the previous year"** should be avoided and all the details of property along with copy of necessary intimation / permission under Conduct Rules shall be submitted. Incomplete forms will not be taken on record.
- XI. **As per the instruction in the Department's OM No. 11012/11/2007-Estt.A dated 14.12.2007, Vigilance Clearance shall be denied to an officer if he fails to submit his annual immovable property return of the previous year by 31st January of the following year, as required under Government of India decisions under Rule 18 of the Central Civil Services (conduct) Rules, 1964.**
- XII. It may be noted that non furnishing of IPR within the stipulated time and furnishing false information will be construed as misconduct.

End: As above


(V. SRINIVAS)
JOINT COMMISSIONER (P&V)

To

1. All Group 'A' Officers
CCO / CCA / Commissioner (Appeals I & II).
2. The Assistant Commissioner of Central Excise
Hqrs., A/B/C/D/E Divisions of Chennai – I Commissionerate.

Copy submitted to:

The Additional Director General, DRI, Chennai, Shillong / DGCEI / NACEN / Systems / Directorate of Audit, Chennai & Bangalore / SRU/Directorate of Vigilance, Chennai, New Delhi/Mumbai Airport/Chennai Airport/MEPZ, Tambaram, Chennai. The Assistant Registrar, CESTAT, New Delhi, Directorate of Enforcement, Chennai/Settlement Commission, Chennai. The Assistant Commissioner of Central Excise, Cochin. (IPRs of officers of this Commissionerate, working on deputation/loan basis may be obtained and forwarded to this office by the specified date.)

FORM No.III

Statement of immovable property on first appointment or as on 31.12.2015
(Filed on or before 31.01.2016)

(e.g. Lands, House, Other Buildings, etc.)

1. Name of Officer in full :
 2. Service to which the officer belong :
 3. Present post hold :
 4. Date of Birth :
 5. Date of appointment in the present grade:
 6. Present pay :

Sl. No.	Description of Property (Land/House/Flat/Shop/Industrial etc.)	Precise location (Name of District, Division, Taluk and Village in which the property is situated and also in distinctive number, etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in-name of public servant, state in whose name held and his/her relationship, if any to the public servant	Date of acquisition	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 Government servant, if any, with the person/ persons concerned) (Please see Note 1 below) and cost of acquisition.	Present value of the Property (if exact value not known, approx value may be indicated)	Total annual income from the Property.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Signature:

Date: