

**DELHI TOURISM & TRANSPORTATION & DEVELOPMENT CORPORATION LTD.**  
**18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI-110024**

F.NO. PER/10581/1/15/DTTDC/

FILE NO. DTTDC C015/1/2017-PERSONNEL /4394

DATED: 8<sup>TH</sup> January 2017

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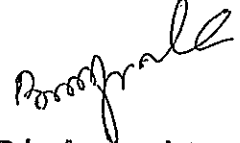
**OFFICE MEMORANDUM**

**Subject:-Submission of Immovable Property Return under rule 18(1) Of CCS  
(Conduct) Rules 1964, for the year 2017  
(As on 31.12.2017)**

All Officers of the level of Assistant Managers and above (Substantive Post) are required to submit the Immovable Property Return for the year 2017 (as on 31.12.2017) latest by 31.01.2018, under Rule 18 of CCS (Conduct) Rules 1964.

All concerned are, therefore, requested to obtain prescribed format from Personnel Division and same may be submitted to Personnel Division. While furnishing the IPRs, it may be ensured that wording such as "same as previous year or "no change" should be avoided and full particulars of the immovable property inherited/ owned acquired or held may be furnished in terms of aforesaid provision.

For the convenience of concerned officers, the format of the Return is enclosed with this office memorandum. A copy of the same can also be downloaded from DTTDC'S website.



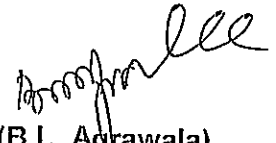
(B.L. Agrawala)

Sr. Chief Manager (Personnel)

All concerned Officers

Copy to:-

1. OSD to MD & CEO
2. PS to GM
3. PS to CVO
4. All Divisional Heads
5. Notice Board
6. File



(B.L. Agrawala)

Sr. Chief Manager (Personnel)

## ANNEXURE FORM

E. Code No. \_\_\_\_\_

Statement of Immovable Property for the year ending \_\_\_\_\_

1. Name of Officer (In full) \_\_\_\_\_
2. Present Post held \_\_\_\_\_
3. Present Pay \_\_\_\_\_

| Name of district, Sub-division, Taluk and village in which property is situated | Name & Detail of property  |       | Present Value |
|---|----------------------------|-------|---------------|
|   | Housing and other Building | Lands |               |
|   |                            |       |               |

| If not in own name state in whose name held and his/ her relationship to the government servant | How acquired whether by purchase, lease, mortgage, inheritance, gift or otherwise, with date of acquisition and name with details of person/persons from whom acquired | Annual income from the property | Remarks |
|---|--|---------------------------------|---------|
|   |  |                                 |         |

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Note :-**

1. In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
2. Includes short term lease also.
3. The declaration form is required to be filled in and submitted by every member of Class I and II (Group A and Group B) service under rule 15(3) of the Central Civil Services (Conduct) Rules, 1955 (now rule 18 (1) of CCS (Conduct) Rules, 1964 ) on the first appointment to the service and thereafter at the interval of every twelve month, 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 members 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" should be avoided and full details provided.