

No. 25/10/55-Estt. (A)
Government of India
Ministry of Home Affairs.

New Delhi-2, the 12th January, 1956.

O
OFFICE MEMORANDUM

Under sub-rule 3 of Rule 15 of the Central Civil Services (Conduct) Rules every member of Class I and Class II Services shall, on first appointment to Government service and thereafter at intervals of 12 months, submit a return of 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. It has been decided that this return shall be submitted in the form attached to this Office Memorandum to the authority prescribed in Explanation (a) to sub-rule 15(1) of those rules within a month of their appointment and subsequently in the month of January every year. The initial return should show the position as on the date of their appointment and subsequent returns as on the 1st January of the year in which they are submitted. In the case of persons already in service, the first return, if one has not already been submitted, shall indicate the position as on the 1st January, 1956.

2. These returns shall be treated as secret and shall, after such scrutiny as may be considered necessary, be kept in the custody of the authority which maintains the Character rolls of the officers concerned; they should not, however, be filed in the Character roll itself, but kept separately.

3. Reference is invited to Explanation (a)(i) under rule 15(1) of the Central Civil Services (Conduct) Rules. The question has been raised as to which authority in Government should appropriately exercise the functions of the prescribed authority as mentioned in this Explanation. In respect of Class I officers, other than those who are members of services intended to man posts in or under more than one Ministry, the Ministry administratively concerned with the post or service of which the Government servant is a member should act as the prescribed authority in this connection. In the latter case, the functions of the prescribed authority would be discharged by the Ministry which controls the service in question. An instance of a service of this nature is the Central Secretariat Service which is controlled by the Home Ministry but is intended to man posts in and under various Ministries. For a Class I officer of this service, therefore, the prescribed authority for purposes of rule 15 would be the Ministry of Home Affairs. In the case of Class II and Class III officers of this and such other services, however, Explanation a(ii) and a(iii) would apply and the functions of the prescribed authority would be discharged by the head of the department or the head of the office in which he is for the time being employed, as the case may be.

4. A question has also been asked whether construction of a house requires the previous knowledge or sanction as the case may be of the prescribed authority under rule 15 of the Conduct Rules. Since such construction results in acquisition of an immovable property the provisions of this rule are clearly attracted. A Government servant should, therefore, report to or seek the permission of the prescribed authority as the case may be, before commencing the construction of, or addition to, any building.

To
Sd/- (K.N. Subbanna)
Deputy Secretary to the Govt. of India.
*All Ministries of the Government of India including
Ministry of Finance (Defence) (Revenue) (I&C) Divisions and the
Department of Economic Affairs; Ministry of External Affairs
(Branch Secretariat) 6

P.T.O.

(Branch Secretariat) 6, Esplanade East, Calcutta, 1; Department of Parliamentary Affairs; Cabinet Secretariat; Cabinet Secretariat (O.M. Division) South Block; Prime Minister's Secretariat; Partition Secretariat; Lok Sabha Secretariat; Rajya Sabha Secretariat; Director Intelligence Bureau; Director General, Resettlement & Employment; Director General, Posts & Telegraphs; Director of Co-ordination (Police Wireless); Director Secretariat Training School; Principal Indian Administrative Service Training School; Commandant, Central Police Training College, Mount Abu; Inspector General Special Police Establishment; Union Public Service Commission; Office of the Election Commission; Military Secretary/Secretary to the President Establishment Officer to the Government of India; Comptroller & Auditor General of India; Planning Commission; Planning Commission (Programmes Evaluation Organisation); Supreme Court; Community Projects Administration (Planning Commission); Commissioner for Scheduled Castes & Scheduled Tribes; Department of Atomic Energy, Appolo pier Road, Bombay-1; Commandant, National Fire Service Training College, Rampur; Ministry of Finance (Rehabilitation Division) 6, Esplanade East, Calcutta-1

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COPY TO: All regular sections.

* with usual number of spare copies.

1400/22/1/V.T.B

F O R M

STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT/FOR THE YEAR.....

1. Name of Officer (in full) and service to which the officer belongs.

2. Present post held.

3. Present pay

Name of district sub-Division, Taluk and Village in which property is situated.	Name and details of property.		*Present Value	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 persons from whom acquired.	Annual Income from the property	RE M A R K S
	Housing and other buildings.	Lands.					
1.	2.	3.	4.	5.	6.	7.	8.

Signature
Date

§ Inapplicable clause to be struck out.
 * In cases where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
 @ Includes short - term lease also.

NOTE : The declaration form is required to be filled in and submitted by every member of Class I & Class II services under rule 15(3) of the Central Civil Services (Conduct) Rules, 1955, 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.

1400/22/V.I.