

File No. 1(1)/2015/Adm.-II/APR
Government of India
Ministry of Communications and Information Technology
Department of Electronics and Information Technology
National Informatics Centre
A-Block, CGO Complex, Lodi Road, New Delhi-110003

Dated 04/09/2015

OFFICE MEMORANDUM

It has come to the notice that few NIC officials have not submitted Annual Property Returns for year 2014 which is prescribed under CCS conduct rules as under:-

Annual property returns, by 31st January:- Group A and Group 'B' officers shall submit an annual property returns "as on 31st December" every year giving full particulars of immovable property inherited / owned / acquired / held by them on lease or mortgage either in their own name, or in any of the family member's name, or any other person's name. If there is no change, in any year it is enough if an entry "No change" or "same as last year" is made in the return – (Rule 18(1) (ii) & GID (16)).

If the officers fail to submit the return by 31st January, vigilance clearance should be denied to them and they should not be considered for empanelment for senior level post / promotion in Government

The officials of the level of Group A and Group B, who have not submitted annual property returns till today, shall submit the same along with detailed justification for consideration of competent authority. The officials who have already submitted the annual property return after 31st January are required to justify in writing immediately for delay in submission of APR.

It is required for various purposes such as review promotion, forwarding of applications to outside post, resignation, VRS, Superannuation etc. It may be treated as most urgent, as it is required for the review promotion of below group A level S & T officials immediately.


(P R Dabral)

Deputy Director (Administration-II)

Copy to:

1. All Staff members/officers..... Through INTRANIC.
2. Notice Board.