

Urgent /Time Bound

**Government of India  
Ministry of Tourism  
(Vigilance Division)**

Transport Bhawan, Parliament Street  
New Delhi.

No: C-29011/02/2019-vig

Date: 04.01.2021

**Subject: Submission of Annual Immovable Property Return by Group 'C' officials also, for the year ending 2020 (as on 04.01.2021).**

In accordance with the provisions contained under Rule 18 of the Central Civil Services(Conduct) Rules, 1964, all Group 'C' officials (including erstwhile Group 'D' officials) presently posted in the Ministry of Tourism are required to submit their Annual Immovable Property Returns for the **year 2020 (as on 01.01.2021)**, in the enclosed format. The format can be downloaded from Ministry of Tourism's website at <http://tourism.gov.in> under "Notices" caption.

2. The property return should contain particular of all immovable property owned, acquired or inherited by the officer/ official or held by him/her on lease or mortgage, either in his/her own name or in the name of any members of his/her family or in the name of any other person dependent on Government Servant.

3. Phrases like "no change" "no addition" or "as in the previous year" should not be used and full details to be provided.

4. It is pertinent to mention that as per the instant instructions of DoP&T issued vide its OM No. 22-10/2018-CS 1(APAR) dated 29.09.2011, "vigilance clearance shall be denied to an officer if he/ she fails to submit his/her annual immovable property return of the previous year by 31<sup>st</sup> January of the following year.

5. The said return should reach the Vigilance Division on or before 31<sup>st</sup> January, 2021, for taking further necessary action. It may be noted that defaulting officers will not be granted vigilance clearance for deputation foreign training, empanelment etc.

  
(Pankaj Kumar Devrani)  
Under Secretary

To,

1. All Group 'C' officials of Ministry of Tourism posted at Transport Bhawan, Chander Lok Building, New Delhi and India Tourism offices in India and Abroad.

Encl.: As above

**Copy to:-**

The Scientist, national Informatics Centre, Ministry of Tourism, Chander Lok Building, New Delhi with the request to upload the Blank format of Annual Immovable Property Return for the year ending 2020 (copy enclosed) on the website of Ministry of Tourism – [www.tourism.gov.in](http://www.tourism.gov.in) under "Notices" caption.

Copy for information to: CVO, Ministry of Tourism, New Delhi.

## NOTES

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

**GOVERNMENT OF INDIA  
MINISTRY OF TOURISM**

**STATEMENT OF ANNUAL IMMOVABLE PROPERTY RETURN FOR THE YEAR 2020  
(AS ON 01.01.2021)**

Name of the Officer (in full) ..... Present Post held ..... Present Pay .....

Service to which the officer belongs .....

Name of the district/ Sub-division, Taluka & Village 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 name 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 detail of person from whom acquired	Annual Income from the property	remarks
1.	2.	3.	4.	5.	6.	7.	8.

(Signature of Officer with Designation & Date)

**NOTES**

- 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 Class II (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 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.