



**POLLUTION CONTROL COMMITTEE  
DEPARTMENT OF ENVIRONMENT, (GOVT. OF NCT DELHI)  
4,5<sup>TH</sup> FLOOR, ISBT BUILDING; KASHMERE GATE**

F.NO.DPCC/(3304) (322) / Admin-2022/ 7111

Dated: 19/11/23

**CIRCULAR**

**Sub:- Submission of Annual Property Return by Group A & B officers.**

In terms of Rule 18 of the CCS (conduct) Rules 1964, every Government Servant/Employee in the Pay Level of 6 and above of 7<sup>th</sup> CPC (A & B Group) is mandatorily required to submit every year an annual return giving full particulars of his/her immovable property inherited by him/her or held by him/her on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any other person. Full details in Immovable Property Return (IPR) are to be given and expression like "No change or same as last year" will not be accepted. If any official does not own any property, he/she should state so in the return, rather leaving it blank and it should be duly signed by the official with date.

As per CVC guidelines, non-filing of property returns constitutes good and sufficient reason for instituting disciplinary action against the delinquent officials. Also, as per extant instructions on the subject, non-submission of Annual Property Return within the stipulated date would invite the denial of Vigilance Clearance.

Therefore, all officers (Group A & B) are requested to furnish **Annual Property Return of Assets & Liabilities of previous year (as on 31.12.2022) immediately latest by 31<sup>st</sup> January 2023.** Those officers/officials who do not file their Annual Property Return by 31.01.2023, appropriate disciplinary action may be initiated against them. Prescribed proforma in this regard is already available in Employee Corner of DPCC website.

**(Manish Chandra Verma)  
Administrative Officer**

**All employees (Group A & B) : for necessary timely compliance.**

**Copy forwarded for information pl. :-**

1. PS to Chairman, DPCC
2. PS to MS, DPCC
3. Vigilance Officer, DPCC
4. Incharge (IT Cell) : for uploading in Employee Corner of DPCC website.
5. Guard File