



**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST AND
CENTRAL EXCISE
TAMIL NADU AND PUDUCHERRY
26/1, MAHATMA GANDHI ROAD, CHENNAI – 600034**

CIRCULAR

Sub: Filing of Immovable Property Return for the year
ending 31.12.2021 - Reg.

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In terms of Rule 18(1)(ii) of Central Civil Services (Conduct) Rules, 1964 and DOP&T O.Ms. in F.No.11013/7/2014-Estt.A-III dated 26.10.2015 & 05.01.2016 and CBEC's F.No.C-50/120/2015-Ad.II(Pt) dated 09.02.2016, every Government servant belonging to any service or holding any post in Group 'A', Group 'B' and Group 'C' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired 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. Accordingly, Immovable Property Return (IPR) for the year 2021 (as on 31.12.2021) is required to be filed by all Group 'A', Group 'B', Group 'C' and erstwhile Group 'D' officers **on or before 31.01.2022.**

2. In respect of Group 'A' officers, IPR has to be filed online in SPARROW website.

3. The following suggestions/points may be noted while filing of returns in order to avoid discrepancies and queries :-

- i. All the columns of the statement should be filled in legible manner. Neatly typed statements would be appreciated.
- ii. Officers filing their IPR should ensure that the full address and location of the property viz, Plot/Survey/Door No., Street/Road name, Name of Municipality, Village, Taluk, District, etc, are mentioned clearly. Further, the extent of area of the property may be incorporated in the return.
- iii. In case of property having building, details indicating the area of land in which the building is situated, constructed area and number of floors, measurement of each floor, etc, has to be furnished.
- iv. In case of joint holding of property, relevant particulars in this regard may be specified.
- v. In respect of all the immovable property declared, the reference number and

- date of permission obtained / intimation filed should be noted against each property.
- vi. The annual income from each immovable property should be indicated in the relevant column of the format.
- vii. In all cases of property, the present market value or approximate value in relation to the present conditions may be indicated instead of furnishing the value that existed at the time of acquiring the property.
- viii. If there is any decrease in value of the property or income from the property, it may be properly explained in the remarks column.
- ix. Officers who are filing the IPR for the first time should enclose copies of permission / intimation letters for the property owned by them. In case the property has been acquired/inherited before joining the department a copy of the title deed may be enclosed.
- x. As per instructions of Department of Personnel & Training in their F. No. A-29012/1/2000 dated 04.02.2000, while filling up the IPR form, the word "No Change" or "No Addition" or "Same as in previous year" should be avoided and all the details of property along with copy of necessary intimation / permission under Conduct Rules shall be submitted. Incomplete forms will not be taken on record.
- xi. As per the instructions in DOPT's OM No. 11012/11/2007-Estt.A dated 27.09.2011, non-submission of IPR within stipulated date would invite denial of vigilance clearance for empanelment, deputation and applying to sensitive posts, assignments and training programme (except mandatory training) as the IPR status needs to be checked for the said purposes.
- xii. Officers are required to send the scanned copy of IPR in the prescribed format (enclosed) for the current year to the gov mail id viz conf-prcco@gov.in

(T.G VENKATESH)
ADDITIONAL COMMISSIONER

To
All Sections, PCCO & CCA.

Copy to:

- (1) All Directorates in Tamil Nadu & Puducherry GST & C.Ex Zone.
(2) MEPZ, Chennai.
(3) The Superintendent(Computers), Chennai North Commissionerate (for uploading on Zonal website)

Digitally Signed by
Venkatesh. T. G.
Date: 29-12-2021 13:21:07
Reason: Approved

फॉर्म सं / FORM No. III

पहली नियुक्ति पर या 31.12.2020 को अचल संपत्ति का विवरण / Statement of immovable property on first appointment or as on 31.12.2021

(31.01.2022 को या उससे पहले दर्ज करें / Filed on or before 31.01.2022)

(जैसे भूमि, घर, अन्य इमारतें आदि / E.g. Lands, Houses, Other Buildings etc.)

1. अधिकारी का नाम / Name of Officer in full :
2. जिस सेवा में अधिकारी कार्यरत है / Service to which the officer belongs :
3. वर्तमान पद / Present post hold :
4. जन्म तिथि / Date of Birth :
5. वर्तमान ग्रेड में नियुक्ति तारीख Date of appointment in the present grade :
6. वर्तमान वेतनमान / Present pay :

क्र.सं. Sl. No.	संपत्ति का विवरण (भूमि/मकान/ फ्लैट/दुकान/ औद्योगिक, आदि) Description of Property (Land/House/Flat/Shop/ Industrial etc.)	यथार्थ स्थल (जिला, प्रभाग, तालुक और गांव का नाम जहां संपत्ति स्थित है और विशिष्ट संख्या में भी है, आदि) Precise location (Name of District, Division, Taluk and Village in which the property is situated and also in distinctive number, etc.)	भूमि का क्षेत्र (भूमि या इमारतों के मापने में) Area of land (in case of land and buildings)	भूमि की संपत्ति के मामले में भूमि की प्रकृति Nature of land in case of landed property	हिस्से का परिमाण Extent of interest	यदि सरकारी कर्मचारी के नाम नहीं, तो बताएं कि किसके नाम है और उसका सरकारी कर्मचारी से क्या रिश्ता है If not in-name of public servant, state in whose name held and his/ her relationship, if any to the public servant	अधिग्रहण की तारीख Date of acquisition	कैसे अर्जित किया How acquired (क़य, बंधक, पट्टा, बियासत देन द्वारा, उपहार या अन्य प्रकार से) और जिन व्यक्ति / व्यक्तियों से अर्जित की गई उनका नाम व विवरण (संबंधित व्यक्ति / व्यक्तियों का पता व सरकारी कर्मचारी से रिश्ता, यदि कोई है (कृपया नीचे दिया गया नोट-1 देखें) और अधिग्रहण की लागत (Whether by purchase, mortgage, lease, inhericance, gift or otherwise) and name with details of person/ persons from whom acquired (address and connection of the Government servant, if any, with the person/ persons concerned) (Please see Note 1 below) and cost of acquisition.	संपत्ति का वर्तमान मूल्य (यदि सटीक मूल्य ज्ञात नहीं है, तो सन्निकट मूल्य दिया जा सकता है) Present value of the Property (if exact value not known, approx value may be indicated)	संपत्ति से कुल वार्षिक आय Total annual income from the Property	अभ्युक्तिताएं Remarks

दिनांक / Date :

हस्ताक्षर / Signature :

नाम / Name :

नैनाती स्थल / Place of Posting :