

DELHI DEVELOPMENT AUTHORITY
CONFIDENTIAL BRANCH

No. F.7(2)2012/CC/ 43

Dated:- 11/01/2023

CIRCULAR

In accordance with the provision of Rule 18(1) of the CCS (Conduct) Rule 1964 read with Regulation 16(2)(e) of DDA Conduct, Disciplinary and Appeal Regulations 1999, all officers/officials of DDA are required to submit their declaration of assets/liabilities in the prescribed form giving full particulars regarding the immovable property inherited or owned or acquired 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.

All employees of the Authority are, therefore, required to submit their Annual Property Return (APR) in the prescribed form giving full particulars of Immovable Property inherited or acquired by him/her as on 31.12.2022. **Every employee should submit the full details of Immovable Property held by him/her or in the name of his/her dependent family members as on 31.12.2022 latest by 31.01.2023. The expression like 'No Change', 'Nil acquired/changed during the year' or 'same as previous year', or 'No addition' will not be accepted. Such APR will be considered as no APR and invite action as detailed below.** Similarly submission of APR has been made compulsory for Group 'C' and erstwhile Group 'D' employees also vide order No. 506 dated 03.10.2013 which is effective from the year ending 2013.

Above returns shall be submitted by the concerned officers/officials as under:

(i)	Group A & B officers	All officers/officials who are in receipt of grade pay of Rs. 4200/- in PB-2(pre-revised as per 6 th CPC) and above will file their APR through DDA website http://119.226.139.196/apar/ using user ID & password provided for online APAR
(ii)	Group 'C' (who are in receipt of grade pay less than of Rs. 4200/- as per 6 th CPC) and erstwhile Group 'D' officials	The officials will file their APR to concerned Personnel Branch
(iii)	Work Charged officials	The officials will file their APR to Director (W/C)

Competent Authority has decided that the following course of action will be initiated against those officers/officials who will not file their APR for the immovable properties as on 31.12.2022 within time, without any further notice:-

1. Increment falling on July, 2023 will not be released.
2. No promotion.
3. No ACP/MACP.
4. No permission for going abroad.
5. Disciplinary action under Regulation 16 of DDA Conduct Disciplinary & Appeal Regulations, 1999 – may also be initiated if the submission is delayed beyond 15.03.2023.

It is therefore, requested that Annual Property Return of all the officers/officials must be submitted strictly in accordance with the Government of India DoPT's guidelines in the enclosed performa by 31.01.2023 failing which disciplinary action/other action as mentioned above will be initiated under DDA Conduct, Disciplinary & Appeal Regulations, 1999.

It may be brought to the notice of all concerned for strict compliance of the above instructions.

In case where it is not possible to assess the value accurately, the approximate value in relation to present condition may be indicated.

- Encl:-
- i) Performa for filing of APR in r/o Group 'C' officials (for offline mode).
 - ii) For group 'A' and 'B' officers of DDA, only online as per online guidelines.


(Vineet Jain) 11/1/23
Commissioner (Personnel)

NOTE:- In case of no immovable property, the following should be mentioned in the remarks column:-

"I have no immovable property either by acquisition/inherited/purchased in the name of myself/my spouse/my dependent children or any other person."

Copy to:-

1. Secretary to LG.
2. All Head of Department of DDA.
3. OSD to Vice Chairman, DDA.
4. PS to F.M./E.M. DDA for information.
5. PS to CVO, DDA.
6. PS to Pr. Commissioner/LD/LM/Housing/Pers./Hort., DDA.
7. DD(PMIS) for uploading the circular on DDA website.


DEPUTY DIRECTOR (CR)

ANNUAL IMMOVABLE PROPERTY RETURN

Statement of immovable property as on **31.12.2022**

1-Name of officer (In Full) and service to which the officer belongs :-
3-Present Post Held :-
5-Date Of Birth :-
7-Name of Father/Husband Name :-

2-Present Pay :-
4-Mobile No :-
6-UID No :-
8-Aadhar No :-

Name of the District, Sub-division, Taluk and Village in which property is situated	Name of Details property		Present Value	If not in own name state in whose name held and his/her relationship to the Govt. Servant	How acquired whether by purchase, Lease inheritance, gift of otherwise date of person/persons from whom acquired	Whether prior/post transaction intimation of the transaction has been taken or recorded. If yes mentioned the reference No. thereof. of person/persons from whom acquired	If not, the date of submission of prior/post transaction intimation to the personnel Branch	Annual income from the property	Remarks
	Housing and other Building	Lands							
1	2	3	4	5	6	7	8	9	10

Inapplicable clause to be struck out.

- In Case where it is not possible to access the value accurately the approximately value in relation to present condition
- Includes short terms lease also
- The wording 'No change, Nil or Same as in previous year or no addition may be avoided and all details filled up.

Signature _____

Date :- _____

Name of Section/Branch _____

Note : The declaration form is required to be filled in and submitted by every member of Class I, II, III, erstwhile Group D officials (Group 'A' and Group 'B' & 'C') services under Rule 16(3) of the central Civil Services (Conduct) Rule 1955 (now rule 18(1) of the CCS (Conduct) Rule, 1964), read with Regulation 16(2) (e) of DDA (Conduct, Disciplinary and Appeal) Regulations 1999, on the first appointment of the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited 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.