

No.6/332/2011-PER/384b  
Administration of UT of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat, Moti Daman – 396 220  
Dated : 30 / 01 / 2012

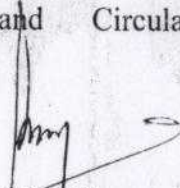
Read: - (1) O. M. No.1-2(C)(379)/ADMR/DNH/VIG/99/06 dated 14-01-2002.  
(2) Circular No.DC/VIG/MISC/457/09-10/158 dated 26-06-2009.

### C I R C U L A R

As per the provisions of Rule 18 (1) (i) of CCS (Conduct) Rules, 1964, every Government servant is required on his first appointment to any service or post, to submit a return of his assets and liabilities in the prescribed forms in the Schedule to this Rules. Under clause (ii) of this Rules, every Government servant belonging to any service or holding any post including in Group 'A' and 'B' is required to submit an Annual Return of Immovable Property in the prescribed form.

In view of above rule position, all the Head of Offices are directed to obtain Annual Property return of Immovable property from all the Group 'A', Group 'B', Group 'C' and Group 'D' employees working under their control. After receiving the Annual Property return, the Head of Office should scrutinize the APR at his level. The Annual Property Return in respect of Group 'A' officers may be submitted to Hon'ble Administrator on file through concerned secretary/Head of Department. The Annual Property Return in respect of Group 'B' employees may be submitted to the concerned Head of Department for acceptance. The Property Return in respect of Group 'C' and Group 'D' may be scrutinized by Head of Office appropriately at their level before accepting same and kept on the records.

While scrutinizing the APRs, the guidelines issued vide O.M. No.1-2(C)(379)/ADMR/DNH/VIG/99/06 dated 14-01-2002. dated 14-01-2002 and Circular No.DC/VIG/MISC/457/09-10/158 dated 26-06-2009; may be followed.

  
( P. S. Jaisi )  
Joint Secretary (Pers.)

To,  
All Head of Offices, Daman.

Copy to:-

- 1) The Collector, Diu with a request to circulate the same at Diu District.
- 2) The Dy. Secretary (Pers.), DNH, Silvassa for similar action.
- 3) The DIO, NIC, Daman for uploading in Website.

CFWCs To:-

- 1) The Staff Officer to the Administrator, Secretariat, Daman
- 2) The Development Commissioner, Secretariat, Daman
- 3) The Finance Secretary, Secretariat, Daman
- 4) The Managing Director, OI DC, Daman
- 5) The Secretary (Education), Secretariat, Daman
- 6) The Collector, Daman / Diu / DNH.