

NO:6/332/2011-PER/ 07

UT Administration of Daman & Diu,  
Department of Personnel & Administrative Reforms,  
Secretariat,  
Daman.

Dated: 01.03.2014  
04

**C I R C U L A R**

**SUBJECT: Maintenance of separate IPR file for each Officer/ Official.**


Attention of all Heads of Office (HOs) in the UT Administration of Daman and Diu and Dadra and Nagar Haveli is invited to Circular No.6/332/2011-PER/2991 dated 01.01.2014 (copy enclosed) which interalia requires them to obtain the annual Immovable Property Returns (IPR) from all Group 'A', 'B', 'C' and Multi Tasking Staff working under their control, and scrutinize at their level. The scrutinized IPR in respect of Group 'C' and Multi Tasking Staff are to be kept on record of HOs, in respect of Group 'B' Officers are required to be submitted to HODs and Group 'A' Officers is required to be submitted to the Hon'ble Administrator through the concerned Secretary.

2. It has been observed that HOs on receipt of the IPR are putting up proposal for acceptance of IPRs received on a single file. It is desirable that a separate file is maintained in respect of each employee, particularly for those belonging to Group 'A' and 'B' Officers, in which the returns submitted at the time of appointment, subsequently submitted annually as well as all intimation furnished/permission obtained on acquisition of immovable property, are kept.

3. On receipt of IPR for a particular year, the concerned HO must compare it with the IPR received for the previous year and in case of any addition/deletion/other significant changes, ascertain whether intimation/approval regarding the same was furnished /obtained in the prescribed time.

4. It is to also clarify as per instructions issued by Government of India vide O.M. No.F.No.11/74/2011/ EO/ PR dated 25.11.2011, observations such as "Same as previous year", "No Change" etc are not permissible and such IPRs must be returned to the concerned officer/employee for rectification immediately on receipt at the level of HO itself.

5. Other instructions issued vide this Administration OM No.No.1-2(C) (379)/ ADMR/ DNH/VIG/99/06 dated 14.1.2002 may also be taken into account while conducting scrutiny of the IPRs.

  
(P. Lalchhuanga)  
Special 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 Deputy Secretary (Pers), DNH Silvassa for similar action.
3. The DIO, NIC, Daman for uploading in Website.
4. Guard File