

No.8-ITPO(1)Vig/2010
India Trade Promotion Organisation
(Vigilance Division)

Date: March 05, 2018

CIRCULAR

Subject: Submission of Immovable Property Return (IPR) - regarding

In terms of Rule 18 of ITPO (CDA) Rules, the Immovable Property Return (IPR) for the relevant year(s) is required to be furnished by the officials of ITPO. Non-submission of the IPR leads to the denial of vigilance clearance to the officials for various administrative purposes.

2. It is observed that some officials either do not file the IPR in time or file the same at the last moment, when they apply for NoC for passport, foreign visit, deputation etc. This leads to administrative delay while processing their case(s), as filing of IPR as per ITPO (CDA) Rules is mandatory.

3. Therefore, **all officials, who have not submitted their IPR are advised to submit the same** in prescribed Form which can be downloaded from the ITPO's website (www.indiatradefair.com) under Knowledge Bank→ Knowledge Management→ Vigilance Division.

4. Please be informed that vigilance clearance for any purpose will be liable to be denied to those officials who do not file their IPR.

5. This issues with the approval of CVO.



(D.K. Jain)
General Manager (Vigilance)

To:

All officials at Headquarters and Regional Offices.

Copy for information:

1. PS to CMD
2. PA to ED/CVO
3. All HoDs with the request to bring the contents of above OM to the notice of all concerned under their control and to ensure strict compliance.
4. IT Services Division- With request to upload the IPR Form on the website under Knowledge Management- Vigilance Division.
5. Notice Board

INDIA TRADE PROMOTION ORGANISATION
PRAGATI MAIDAN
NEW DELHI

...

FORM NO.1

**STATEMENT SHOWING DETAILS OF IMMOVABLE PROPERTY AS
ON 1ST JANUARY 201 (e.g. Lands, House, Shops, other Buildings etc.)**

NAME :
DESIGNATION :
EMPLOYEE NO. :
DATE OF JOINING OF PSU :
BASIC PAY :
INTERNAL PHONE NO. :

S.No.	Details/description of property and its location (See notes 1 & 5 below) House/Building/Land/ No. etc.	If not in own name, state in whose name held and his/her relationship, to the Employee	How and when acquired (See Notes 2 & 6 on reverse)	Value of the Property (See note 3 reverse)	Total annual income from the property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Signature _____ Date _____

Contd...2/-

Note: 1 If the property is now wholly owned, the extent of share may be indicated.

Note: 2 For the purpose of Col.4 the term 'lease' would mean a lease of immovable property from the year to year or for any term exceeding one year of reserve yearly rent. When, however, the lease of immovable property is obtained from a person having official dealings with the employee, such a lease should be mentioned in this column irrespective of the term of the lease whether it is short term or long term, and the periodicity of the payment of rent.

Note: 3 In Col. 5 should be shown:

- (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.
- (b) Where it has been acquired by lease the total annual rent thereof also and
- (c) Where the acquisition is by inheritance, gift or exchange the approximate value of the property so acquired.

Note: 4 The annual return in respect of immovable property may also be Submitted in this from as on 1st January.

Note: 5 Name of District, Division, Taluka & Village in which the property is situated and also its distinctive number etc. will be given in Col. 2.

Note: 6 Whether by purchase, mortgage, lease, inheritance, gift or otherwise & name with details of person/persons from whom acquired. Address & connection, if any with the person/persons concerned are also to be given in Column 6.

Signature _____ Date _____