

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF N.C.T. OF DELHI
(ADMINISTRATION BRANCH)

NO: GA/1076/27/Admn/Misc/2020/D- 03

Date: 03/01/2023

ENDORSEMENT

The copy of under mentioned order is forwarded herewith for information and further necessary action:-

Name of Deptt.	Circular N. and Date	Subject
Services Department (Services –I Branch) Delhi Secretariat , Govt. of NCT of Delhi	No. C/Misc/24/IPR- IAS/2021/S-1/3463-3464 dated: 16-12-2022	Regarding Timely submission of intimation by Officers under AIS (Conduct) Rules, 1968 and CCS (Conduct) Rules, 1964.

Encl: As above



Dy. Director(Admn.)

Copy to:-

1. P.S. to CEO (DUSIB)
2. P.S. to Member (Admn./Finance)
3. All DANICS Officers
- ✓ 4. Dy. Director (IT) – upload on DUSIB website portal.
5. Office copy /Guard file

Sh. Deepika

3.1.23

Diary No. 9 00(S)/A 2P
Date 31.1.23
Computer Division (DUSIB)
Govt. of NCT of Delhi

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (SERVICES-I BRANCH)
DELHI SECRETARIAT, 5TH LEVEL, 'B' WING
I.P. ESTATE, NEW DELHI- 110002
<http://services.delhigovt.nic.in>

24/12
18
G-2564

C/Misc/24/IPR-IAS/2021/S-I/3463-3464

Dated: 16/12/2022 19/12/2022

CIRCULAR

Sub: Timely submission of intimation by Officers under AIS (Conduct) Rules, 1968 and CCS (Conduct) Rules, 1964.

Kind attention is invited to all concerned officers that relevant provisions under the AIS (Conduct) Rules, 1968 and the CCS (Conduct) Rules, 1964 and various guidelines issued by Government of India provides for timely submission of intimation regarding transaction in movable/immovable properties in the proforma prescribed therein. These rules further provide filing of Annual property Return also in prescribed proforma within specified time.

For convenience to all concerned, it is also clarified that IAS officers are governed by AIS (Conduct) Rules, 1968 and DANICS/Ad-hoc DANICS officers are governed by CCS (Conduct) Rules, 1964. As such, IAS officers are required to furnish intimation in the proforma prescribed under relevant provision of AIS (Conduct) Rules, 1968 and DANICS officers are required to furnish intimation in the prescribed proforma under CCS (Conduct) Rules, 1964 only.

Further, all the IAS and DANICS officers are required to furnish online Annual Property Return of previous year, **latest by 31st January of following year.** It has also been observed that some officers do not file the annual property return within the prescribed period and some officer do not file the same at all. It is pertinent to mention that as per DoPT OM dated 28th September, 2022 filing of Annual property return is mandatory and non filing of the same may result in withholding of vigilance clearance.

Further, CVC vide order No. 17/11/2020 dated 23.11.2020 provides that timely filing of property return by the official of Ministries/Departments/Organisations is one of the mandatory requirement under Conduct Rules, Property returns are also a good tool for CVOs to detect the source of funding of the assets of the officials and to find out whether these have been acquired through legal means. Non-filing of property returns constitutes good and sufficient reason for instituting disciplinary action against the delinquent officials.

It is accordingly advised that all IAS/DANICS/Ad-hoc DANICS officers must strictly adhere to the provision of relevant rules as applicable to them and submit their intimation related to transaction of movable/immovable properties in the prescribed proforma only along with relevant documentary evidence as may be required and within the time frame prescribed under relevant rules. Further, these officers are also advised to file their Annual Property Return within the prescribed time.

Accordingly, all HODs are requested to bring the contents of this Circular to the officers working under their administrative control for strict compliance.

This issues with the approval of the Competent Authority.

DEPUTY SECRETARY (SERVICES)

Copy to:

1. All Heads of Department/ Local Bodies/Autonomous Bodies, Govt. of NCT of Delhi, Delhi.
2. Section Officer (Co-ordination Branch), Services Department, with the request to upload the Circular on website of Services Department

Member Ministry
Chery/Receipt No. 5054
Date 19/12/22

CEO
MA
DIO (A)
19/12/22

Dir (Admin.)
No. 36/8
Date 24/12/22

Rules
20/12/22
DIO (Admin.)
HCA
2/1/23
Diary No. R-4391
Date 25/12/22
11/22

16/12/2022
(ANJU MANGLA)