NO. 8-ITPO(1)VIG/2010
INDIA TRADE PROMOTION ORGANISATION
(VIGILANCE DIVISION)

Dated : 7th January, 2022

C I R C U L A R

Subject :   **Submission of Immovable Property Return (IPR).**

Attention is invited to the Circular of even number dated March 05, 2018 under the above subject. As per instructions under 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.

2.   All are directed to furnish the said Return in the prescribed proforma immediately, if not submitted so far without waiting for any communication/reminder from the Vigilance Division.

3.   The return (as on 01.01.2022) is to be submitted to the Vigilance Division positively by 31.01.2022.

4.   While, furnishing the Return, it may be ensured that phrases such as 'same as previous year' or 'no change' are not to be used. Employees shall have to submit Annual Immovable Property Return giving full particulars of immovable property inherited/owned/acquired/held on lease or mortgage by them, either in their own name or in the name of any member of their family or in the name of any other person.

5.   The proforma for filing IPR can be downloaded from the ITPO's website (www.indiatradefair.com) under Knowledge Bank → Knowledge Management → Vigilance Division.

6.   Please be informed that non-submission of the IPR leads to the denial of vigilance clearance for various administrative purposes.

(Col. Pushpam Kumar, SM)
CVO

To :   All officials at Headquarters and Regional Offices.

Copy to:
1.   All HoDs with the request to bring the contents of above circular to the notice of all concerned under their control and to ensure strict compliance.
2.   IT Services Division – With request to upload this circular immediately on the website under Knowledge Management → Vigilance Division.
3.   Hindi Section: For translation in Hindi language.
4.   Notice Board

Copy for information: (i)   PS to CMD
                                           (ii)   PS to ED

INDIA TRADE PROMOTION ORGANISATION
PRAGATI MAIDAN
NEW DELHI

......

FORM NO.1

STATEMENT SHOWING DETAILS OF IMMOVABLE PROPERTY AS ON 1ST JANUARY 20 (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_____

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

Note: 2   For the purpose to Col.4 the term I '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, as 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 the form 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.

Signture_____   Date_____