No. F.31/14Gr.(HR/DC/2019) 35 7

CIRCULAR

Attention of all officers/officials of category "A", "B", "C" & "D" posts in the INDRAPRASTHA POWER GENERATION COMPANY LTD./PRAGATI POWER CORPORATION LTD is invited to the provisions of Rule 18(2) (i) & (iii) (i) of the CCS (Conduct) Rules, 1964, which are applicable to IPGC/L/PPCL, according to which all the officers/officials holding posts in category "A", "B", "C", & "D" shall submit an annual return in the prescribed Performa giving full particulars regarding the movable property held by them or owned or acquired by them or held by them on lease or mortgage either in their own name or in the name of any members of their family or in the name of any other person.

Attention of all officers/officials of IPGC/L/PPCL is also drawn to the provisions of Rule 18(4) of the CCS (Conduct) Rules, 1964, according to which the prescribed authority may, at any time, by general or specific order, require a Govt. servant to furnish within period specified in order, a full and complete statement of such movable or immovable property held or acquired by them or on their behalf or by any member of their family as may be specified in the order. Such statement shall, if so required by the Govt. or by the Prescribed Authority, include the details of the means by which, or the source from which, property was acquired.

All officers/officials working in category "A", "B", "C" & "D" posts in IPGC/L/PPCL are hereby called upon to submit their annual property return giving full details as on 31 December, 2019, latest by 31 January, 2020 positively, failing which such employees may render themselves liable for departmental action under the provision of relevant conduct rules. It is also informed that in view of the DoPT's guidelines issued vide OM dated 07/09/2011, 27/09/2011 & 14/02/2017 non submission of APR-2019 as on 31/12/2019 latest by 31/01/2020 would invite denial of Vigilance clearance to the officers/employees.

All the Sectional Heads/Departmental Heads/H.CD's are kindly requested to bring contents of this Circular to the notice of all concerned.

All the officers of IPGC/L/PPCL of category "A", "B", "C" & "D" are informed that only digitized Annual Property Return shall be accepted in the office of Manager (HR) DC, Rajghat Power House office complex, 3rd Floor, HR Building, Near Delhi-110002 with the proper acknowledgment of DC Cell employees. Non-digitized Annual Property Return shall not be considered by Disciplinary Cell for Vigilance and DC clearance for any reason.

A specimen copy of the Performa to be filed by the officers/employees is appended herewith for necessary action. Copies of this Performa may be given to the concerned officers/officials to do the needful. In case of any difficulty, office of Manager (HR) DC, RPH may be contacted during office hours.

(R.N. Pandey)
Additional General Manager (HR)

Copy to:
1. ES. P.S to MD, IPGC/L/PPCL
2. Sr. PS to Dir.(HR)/Dir.(Fin.)/Dir.(T)
3. Sr. P.S to Ed
4. Sr. P.S to all Gms.
5. Sr. PS to AGM(HR)
6. Sr. PS to CVO
7. All departmental sectional Heads
8. Sr. Manager (T): with the request to upload the Circular along with format on the website of the company for wider circulation.
9. All Notice Boards
<table>
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<tr>
<th>S. No.</th>
<th>Description</th>
<th>Precise location (Name of Distt., Divn, Taluk &amp; Vill., in which the property is situated and also its distinctive number, etc.)</th>
<th>Area of land (in case of land and buildings)</th>
<th>Nature of land (in case of landed property)</th>
<th>Extent of interest</th>
<th>If not in own name, state in whose name held and his/her relationship, if any, to the Govt. servant</th>
<th>Date of acquisition</th>
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How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/person from whom acquired (address & connection of the Govt. servant, if any, with the person/person concerned)

Value of the property

Source of finance

Particulars of sanction of prescribed authority, if any

Total Annual Income of the property

Remarks

Detd.: ____________________________

Signature ________________________ Name: (in Block letters) ____________________________

Father's Name: ____________________ Designation: ____________________________

E.No. ____________________ Dept: ____________________ Mob.No. ____________________