



दिल्ली विकास प्राधिकरण  
Delhi Development Authority  
गोपनीय शाखा

Confidential Branch  
कमरा नं०. 710, बी-ब्लॉक, सप्तम तल, विकास सदन, आई. एन. ए.  
Room No. 710, B-Block, 7<sup>th</sup>Floor, Vikas Sadan, INA,  
दूरभाष/Telephone: 0112466-1345  
Email Id: ddcrc@dda.org.in

PERS/CR/0024/2023/F1/-CR/Pt. I/76

Dated:- 16/1/24

**CIRCULAR**

**Sub: Submission of Immovable Property Return (IPR) for the year 2023 (as on 31.12.2023) by all officers/officials working in DDA.**

In accordance with the provision of **Rule 18(1) of the CCS (Conduct) Rule 1964** read with **Regulation 16(2)(e) of DDA Conduct, Disciplinary and Appeal Regulations 1999**, all officers/officials of DDA are required to submit their Immovable Property Return declaration giving full particulars regarding the immovable property inherited or owned or acquired by him/her on lease or mortgage, either in his/her own name or in the name of any member of his/her family or in the name of any other person as **on 31.12.2023 latest by 31.01.2024**.

2. All **Group A, B & C** employees of DDA shall submit their IPR in **Online mode** through **APAR & PRISM Portal** by accessing the link <http://119.226.139.196/apar/>. Further, all **Work Charge Officials** and **Erstwhile Group 'D' employees** shall continue to submit their IPRs in offline mode to the **Director (W/C)** and their **concerned Personnel Branch** respectively in the revised attached format.

3. Also, all the **officers/officials** who are on **deputation in DDA from other departments** are also required to submit a copy of their IPR to the O/o Dy. Director (CR).

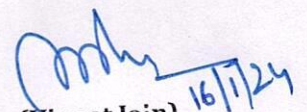
4. It has also been decided by the Competent Authority that IPRs of all **Group A employees** will be placed in the **public domain**.

5. **Non filing or delay in filing of IPR shall attract denial of Vigilance clearance and Disciplinary action under Regulation 16 of DDA Conduct Disciplinary & Appeal Regulations, 1999.**

6. While filing the IPR, if it is not possible to assess the value of the property accurately, the approximate value in relation to present condition may be indicated. In case of no Immovable Property held, the following should be mentioned, **"I have no immovable property either by acquisition/inherited/purchased in the name of myself/my spouse/my dependent children or any other person."** IPRs filled with the expressions like 'No Change', 'Nil acquired/changed during the year' or 'same as previous year', or 'No addition' will not be accepted/acknowledged.

7. It is therefore, reiterated that the Annual Immovable Property Return of all the officers/officials must be submitted by **31.01.2024** failing which Vigilance Clearance will be denied & disciplinary action will be initiated under DDA Conduct, Disciplinary & Appeal Regulations, 1999.

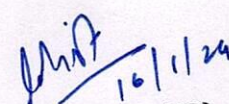
Encl:- Proforma for filing of IPR in r/o Erstwhile Group 'D' & Work Charge employees.

  
(Vineet Jain) 16/1/24

Commissioner (Personnel)

**Copy to:-**

- All Heads of Department of DDA.
- OSD to Vice Chairman, DDA.
- PS to F.M./E.M. DDA.
- PS to CVO, DDA.
- PS to Pr. Commissioner (LD)/(LM)/(Housing)/(Pers.)/(Hort.)/(Sports)/(System)DDA.
- DD (PMIS) for uploading the circular on DDA's website under the circular tab and the APAR tab for information please.
- DD (Systems) for uploading the circular on DDA's website under the Employee Corner Section for information please.

  
16/1/24  
DEPUTY DIRECTOR (CR)

## ANNUAL IMMOVABLE PROPERTY RETURN

Statement of immovable property as on 31.12.2023

1-Name of the official (In Full) :-  
 2-Present Pay :-  
 3-Present Post Held :-  
 4-Mobile No :-  
 5-Date of Birth :-  
 6-UID No :-  
 7-Name of Father/Husband Name :-  
 8-Aadhar No :-

Name of District, Sub Division, Taluka and Village In which the property is situated	Name and details of property, lands & other buildings	Present Value	If not in own name, state in whose name held and his/her relationship to the Govt. Servant	How acquired? Whether by purchase, Lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired.	Annual Income from the Property	Intimated to Personnel Branch vide letter dated
1.	2.	3.	4.	5.	6.	7.

In Case where it is not possible to access the value accurately, the approximately value in relation to present condition may be indicated.

- Includes short terms lease also
- In case of no Immovable Property held, the following should be mentioned, "I have no immovable property either by acquisition/inherited/purchased in the name of myself/my spouse/my dependent children or any other person."
- IPRs filled with the expressions like 'No Change', 'Nil acquired/changed during the year' or 'same as previous year', or 'No addition' will not be accepted/acknowledged.

**Note :** The declaration form is required to be filled in and submitted by every member of Class I, II, III, erstwhile Group D officials (Group 'A' and Group 'B' & 'C') services under Rule 16(3) of the central Civil Services (Conduct) Rule 1955 (now rule 18(1) of the CCS (Conduct) Rule, 1964), read with Regulation 16(2) (e) of DDA (Conduct, Disciplinary and Appeal) Regulations 1999, on the first appointment of the service and thereafter at the interval of every year, giving particulars of all immovable property owned, acquired or inherited by him on lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person.

Signature:

Date:

Name of Section/Branch: