**Regd-Post**

**BHARAT SANCHAR NIGAM LIMITED**

(A GOVT. OF INDIA ENTERPRISE)

OFFICE OF CHIEF GENERAL MANAGER,

TAMILNADU TELECOM CIRCLE, CHENNAI- 600002.

From To

The Dy. General Manager (Vig) All Heads of SSAs TN Circle.

Vigilance Section, GM (NWO- CM) Trichy/Coimbatore

O/o Chief General Manager, Pr. CE (Civil), Kush Kumar Road, Ch-34

Tamil Nadu Telecom Circle, CE (Elec), Ethiraj Salai, Ch-8

 Chennai-600002. Chief Architect, Ethiraj Salai, Ch-8

**VIG/DIS/35-2/2011 @ Chennai-2 Dated 09-12-2013**

 **Sub: - Immovable Property Return Statement for the Year ending 31-12-2013**

1. As per Rule 21(5) of BSNL CDA Rules 2006, every employee of BSNL shall submit a return of immovable property, inherited/owned/acquired by him in his own name or in the name of any members of his/her family as on 1st January of every year.
2. Accordingly, all the employees of BSNL including employees whose services are temporarily placed at the disposal of BSNL (except casual employee, work charged or contingent staff or workmen and those governed by industrial employment act 1964) including persons on deputation to the BSNL from Central/ State Govt. or a subsidiary of BSNL or any other PSU are expected to submit the Immovable Property Return in **form-4** containing **full** **details of all the existing properties as on 31-12-2013** as prescribed by BSNL which is available in BSNL CDA Rules 2006. An additional column inserted as 6(a) in this IPR Format to mention sanction particulars for the property mentioned in the IPR. A Copy of IPR format enclosed for your reference.
3. It is requested to take necessary action to circulate the IPR form to all employees under your control directing them to submit the same on or before **31-01-2014** with details of immovable property inherited/ owned/ acquired by them in their own name or in the name of any members of his / her family as on **1st January 2014**. The IPR of employees up to STS level (Adhoc, officiating and Officers looking after the current duties of JAG cadre) may be obtained by SSAs and scrutinized. In case of any discrepancy, explanation of the concerned employee may be called for and further action may be taken at SSA level under intimation to this Office.
4. In respect of IPRs of category of staff up to STS level mentioned in para (3) above, a report containing the details may be sent to this Office in the format enclosed with this letter (Annexure-I ). In addition to this IPRs submitted by such Officers may be scanned and copied in CD and the CDs and Annexure-1 referred to above may be sent to this Office on or before **20-02-2014**.
5. In respect of Officers above STS level (including officers absorbed in BSNL and on deputation to BSNL from Central/ State Govt. or a subsidiary of BSNL) the return may be obtained and forwarded to this Office on or before **10-02-2014.**
6. Since the report to BSNL Head Quarter is due by Feb 2014 the entire concerned are requested to follow the time schedule scrupulously.
7. Kindly acknowledge the receipt of this letter.

Encl: - As stated

 **(M. SHANMUGAM)**

 **DEPUTYGENERAL MANAGER (VIG),**

 **O/o CGMT, BSNL, CHENNAI-600002.**

**BHARAT SANCHAR NIGAM LIMITED**

**FORM – 4**

**STATEMENT OF ANNUAL RETURN OF IMMOVABLE PROPERTY**

(Under Rule 21 of BSNL Conduct, Discipline and Appeal Rules 2006)

**For the year ending: 31.12.2013 As On:**

**Name of Officer (in full) and**

**Service to which the officer belong: HRMS No:**

**Present Post: Present Pay: Date of Entry in Dept:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of district, sub division Taluk and village in which property is situated | Name and details of property  | Present Value | If not in own Name, state in whose name held and his/her relationship to the employee | How acquired (whether by purchase, mortgage, gift, lease or otherwise) with details of acquisition and name, with details of persons from whom acquired | Departmental sanction Particulars | Annual Income from property | Remarks |
| Housing and other Buildings | Land |
| **1** | **2** | **3** | **4** | **5** | **6** | **6a** | **7** | **8** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

 **Signature**

 **NAME (BLOCK LETTERS)**

 **Designation**

**Date: Office Address**

 (1) Inapplicable clause to be struck out.

 (2) Incase where it is not possible to assess the value accurately, the approximate value in relation to present

 condition may be indicated.

 (3) Includes short term lease also.

**Note**:

1. The declaration form is required to be filled in and submitted by every employee of BSNL as on 1 st January

 every year giving particulars of all immovable property owned, acquired or inherited by him on lease or

 mortgage either in his name or in name of any member or in the name of any other person.

2. The IPR Statement with ‘As Given in the last year’/No Change in the property & Old statement etc, shall not

 be accepted.

**Annexure-I**

**PROFORMA FOR FURNISHING INFORMATION REGARDING THE SUB MISSION OF ANNUAL PROPERTY RETURNS BY BSNL EMLPLOYEES AS PER 21(5) OF BSNLCDA RULES 2006.**

**Name of SSA:-**

**Year ending: - 31.12.2013 & as on 01. 01. 2014.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Officers’/ Officials Category | Total No. of Officers’/ Officials | No. of Officers/ Officials submitted the IPR within the prescribed time limit | No. of Officers’/ Officials who did not submitted the IPR within the prescribed time limit | No. of Officers’/ Officials who submitted incorrect information  | Nature of action taken against the defaulters. (w.r.t Col 3 & 4) |
| 1 | 2 | 3 | 4 | 5 | 6 |
| Group- A |  |  |  |  |  |
| Group- B |  |  |  |  |  |
| Group- C |  |  |  |  |  |
| Group- D |  |  |  |  |  |
| Total  |  |  |  |  |  |

 **Signature**