



**OFFICE OF THE COMMISSIONER OF SERVICE TAX
SERVICE TAX COMMISSIONERATE
NEWRY TOWERS (SONEX)
NO.2054-I, IIInd AVENUE, ANNA NAGAR, CHENNAI 600 040**

C.No.II/39/01/2014 – CF/VIG

Dated: .1.2014

Sub: CF- Filing of Immovable Property Return by Group'A' and Group 'B' (Gazetted and Non-Gazetted) Officers for the year 2013 (as on 01.01.14) – Reg.

All Group 'A' and Group 'B' (Gazetted and Non-Gazetted) officers are required to file Immovable Property Return (IPR) for the year 2013 (as on 01.01.2014), so as to reach this office on or before 31.1.2014. In respect of Group "A" officers, the Return must be filed in duplicate. The non-Gazetted Group "B" Cadre includes Inspector and Deputy Office Superintendent. A specimen form of IPR is enclosed. It can also be downloaded from our Website.

2. Date of filing of the IPR should invariably be mentioned along with signature.

3 The Divisional Assistant Commissioners/Deputy Commissioners must ensure timely receipt of IPRs of Group "B" (Gazetted and Non-Gazetted) officers working under their charge and forward the same to this office. A completion report should be sent by 07.02.2014.

4. In this regard, the following points should be noted when filling the columns of the IPR:

(i) For each description of property declared, the complete address indicating survey No, Plot No., Door No., extent (area), and locality of property, Name of Municipality, Village, Taluk, District etc should be mentioned clearly and it should be as intimated to the Department when obtaining prior approval/permission.

(ii) In respect of housing property, the details of area of the land in which the house is situated, constructed area and the number of floors should be furnished. The market value of the land as on date and the market value of the house as on date should be separately mentioned in the case of individual houses.

(III) In case of joint property, relevant particulars in this regard should be specified.

(iv) In respect of all the immovable property acquired, the reference number and date of the permission obtained/ intimations filed should be noted against each immovable property. The annual income accrued on each immovable property should

be indicated in Column 7 of the format and reflected in their Income Tax returns to be filed with the Income Tax Department.

v) If there is any change in the value of property or income from the property, it may be properly explained in remarks column. In all the cases of Property, the present market value / the approximate value in relation to the present conditions may be indicated instead of furnishing the value that existed at the time of acquiring the property.

(vi) Even if there is no fresh acquisition / disposal during the year, all the relevant Columns are required to be filled up instead of mentioning "No change" "No addition", "As per previous return" etc. and all the details of property along with copy of necessary intimation/permission under Conduct Rules shall be submitted. Incomplete forms will not be taken on record.

(vii) The officers filing IPR for the first time have to enclose copy of letter granting permission/intimation letters for the property owned by them.

(viii) As per the instructions in the Department's OMNo.11012/11/2007-Estt.dated 14.12.2007, Vigilance Clearance shall be denied to an officer, if he fails to submit his Annual IPR return of the previous year by 31st Jan. of the following year, as required under GOI decisions under Rule 18 of the CCS (Conduct) Rules, 1964.

(ix) It may be noted that non furnishing of IPR within the stipulated time and furnishing false information will be construed as misconduct.

5. This is issued with the approval of Commissioner.

Encl: Specimen form of IPR

(S. CHANDRAMOHAN)
ADDITIONAL COMMISSIONER

To

Deputy Commissioners / Assistant Commissioners in Hqrs.and in Divisions I / II / III / IV & V

All Sections in Service Tax Comm'te (Admn. / Estt. / Audit / SIR / Adjn. / Facilitation / Legal / R & T / ACES / TECH / STATS /)

P.S. to Commissioner / Stenos to ADC

The Addl. Director General DRI / DGCEI / MEPZ (SEZ) / Directorate of Enforcement, Chennai / Directorate of Systems, Chennai / Additional Commissioner, Customs Preventive, Chennai / Chennai Airport & Commissioner, Cochin –

IPRs of Officers of this Commissionerate working on deputation / loan basis may be obtained and forwarded to this office.

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2013 (AS ON 01.01.2014)

1. Name of the officer					4.Date of Birth			
2.Service to which the officer belongs					5.Present Pay Rs			
3. Present Post held					6. Date of joining in tne present grade			
Name of District/Sub Division/Taluk & Village in which the property is situated	Name & Details of the property			If not in own name,state in whose name held and his/her relationship to the Government Servant	How acquired whether by purchase,lease@mortgage,inheritance, gift or otherwise with the date of acquisition and name with details of persons from whom acquired.Also indicate the source of finance	Annual income from the property	Remarks	
	Housing and other Buildings	Land	Present Value (Rs)					
1	2	3	4	5	6	7	8	