

MOST IMMEDIATE

Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
(HR Division)
FDA Bhawan, Kotla Road, New Delhi-110 002

Dated the, 27th December, 2021

OFFICE MEMORANDUM

Subject : Submission of Immovable Property Return (IPR) for the year 2021 (as on 31.12.2021)-reg.

In accordance with the provision of Clause (ii), Sub-rule (1) of Rule 18 of the CCS (Conduct) Rules, 1964, and DOPT OM dated 05 Jan 2016, "Every Government servant belonging to any service or holding any post included in Group 'A', Group 'B' and Group 'C' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person."

2. Attention is also drawn towards the DoP&T O.M. No. 11013/12/93-Estt.(A) dated the 24th January, 1994 which stipulates that failure on the part of a Government servant to comply with the requirement of the aforesaid rule can form good and sufficient reason for instituting disciplinary proceedings against him/her. Strict action may be taken against employees who fail to submit the returns in time or furnishing wrong information.

3. In this connection, it is also pertinent to mention that as per DoP&T OM No. 11013/3/20111-Estt.(A) dated 23rd September, 2013, IPRs (to be submitted by 31st January each year) of Group 'A' are to be placed in public domain by 31st March of that year.

4. Accordingly, all Officers(Regular/Deputation) holding Group 'A', Group 'B' and Group 'C' posts and working in Food Safety and Standards Authority of India (FSSAI) are, therefore, requested to ensure that their duly filled Immovable Property Return for the year 2021(as on 31.12.2021) should reach to HR Division **on or before 31.01.2022** in the prescribed Proforma(enclosed) **in triplicate**. Even if the information is Nil, a 'NIL' returns may invariably be submitted. While furnishing the IPRs, it may be ensured that usage of phrases such as "same as previous year" or "No change" is to be avoided.

5. This may be accorded **PRIORITY** and for **Strict Compliance**.

(धनंजय कुमार मेहता)
प्रशासनिक अधिकारी(एचआर)

Encl: Prescribed proforma.

To

1. All Officers/officials of FSSAI.

2. All Regional Offices/Laboratories.

Copy for information to:

1. PS to Chairperson, FSSAI.
2. Sr. PS to CEO, FSSAI
3. CITO : for wider circulation.

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2021(AS ON 31.12.2021)

1. Name of Officer (in full) _____

3. Present post held (with date) _____

2. Service to which the officer belongs _____

4. Present Pay _____

5. Date of Appointment _____

6. Date of Birth _____

Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	Name & Details of Property Housing, Lands and Other Buildings	Cost of construction /Acquirement (and year when purchased) including of land in case of house and year when purchased.	Present Value *	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature

Name

Designation

Date

Note

- 1) * In case where is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short term leases also.
- 3) The wording 'No change' or 'No addition' or 'as in previous year' may be avoided and all details filed up.
- 4) All columns should be filled duly typed neatly.
- 5) To be submitted in triplicate.