

intimation in that regard was given and permission obtained or not, also with the letter number/date of such intimation /permission.

3. A list of officers/officials whose returns had not been enclosed and the reason thereof shall also be sent.
4. Where the return is being submitted to the Vigilance Branch, Hqrs. Office for the first time, the return should contain complete details of the properties.No official shall be allowed to submit his/her return with the remark "No change","NIL" or "same as last year".and IPR should necessarily contain updated details of properties held by the officer and it should be strictly in proforma prescribed. It is also to be noted that "the first return in respect of a Govt. servant on his first appointment/joining as the postof S.S.O/above should be submitted within three months from the date of appointment/ date of joining. However if the interval between the date of submission of the first return and the date on which subsequent return is due, is less than six months,the latter return need not be submitted".
5. Accordingly immovable property returns for year ending 31.12.2012 be forwarded positively by 15.01.2013 to Hqrs Office by all controlling officers after proper scrutiny alongwith list of officers under their jurisdiction cadre wise (SSO onwards) and also the names of officers who have failed to furnish the IPRs in time.

It is requested to send the same through email also by creating a folder in which scanned copy (Image in. pdf format) of annual property return of the officials arranged in alphabetic order and the same folder be attached in the mail and send it to anurag.kumar@esic.in & mukul.vats@esic.in The property return in the soft should contain all details of property hold by the officer on the date of submission of return and it should not be in form 'No change' or like wise.

This issues with the approval of Director (Vig.)

Receipt of the instructions be acknowledged.

Hindi version will follow.

Yours faithfully,


(R.S. BISHNOI)

JOINT DIRECTOR (VIG)

Copy to:-

1. Ps to FC,IC,MC,Commissioner(P&A) for information
2. All Branch Heads/officers in ESIC Hqrs.office for the needful please.
3. Jt. Director (OL) for Hindi Translation.
- ✓ 4. Website Content Managerwith the request to upload on the ESIC website.
5. Guard file


Jt. Director (Vig.)