



DELHI JAL BOARD: GOVERNMENT OF NCT OF DELHI
OFFICE OF DEPUTY DIRECTOR (CR)
VARUNALAYA, PHASE-II, KAROL BAGH, NEW DELHI-
110005.
PHONE No. 011- 23510241



आजादी का
अमृत महोत्सव

No.DJB/Dy. Dir. CR/APR/2025- 80

Dated: 01-01-2026

Dy. Director (IT)

Delhi Jal Board, GNCTD

CIRCULAR

Dy. No. 203 27/01/26.

Subject: Submission of Annual Property Return (APR) for the year ending 2025.

1. In accordance with the provisions of rule 18 of CCS(Conduct) Rules 1964, every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit his/her Annual Property Return (APR) for the Calendar year in the month of January of the following year on the prescribed Performa giving full particulars regarding immovable property inherited, owned, acquired or held on lease or mortgage by him/her, 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.
2. No employee shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise, either in his/her own name or in the name of any member of his/her family.
3. Where a Government servant enters into a transaction in respect of movable property, either in his/her own name or in the name of any member of his/her family, he/she shall within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months, basic pay of the Govt. servant.
4. Provided that the previous sanction of the prescribed authority shall be obtained by the Govt. servant if any such transaction is made with a person having official dealings with him/her.
5. It has been further noticed that if there is no change in the immovable property statement, the remark as entry like 'No Change' or 'same as last year' has served the purpose in the past. But, it has been generally seen that it sometimes becomes difficult to link the previous references for a number of reasons including transfer. Therefore, it has been decided that henceforth along with every APR reflecting therein 'No Change' or 'Same as last year' the officer shall also enclose/mention & statement containing complete details of the immovable property owned, acquired or held on lease or mortgage by him/her, either in his/her own name or in the name of his/her family as on the date of submission. If the officer has no immovable property in his/her name or in the name of any dependent of his/her family the same should be declared as 'NIL' immovable property.

P.T.O....

For I upload on
website &
28/01/2026
D.D. (I.T.)

CE (GSM) p/g SE (F&M) Reg
21/1

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6. Further, it has also been observed from the Annual Property Returns received that in several of cases, column 4 of the Prescribed Performa which deals with the 'present value' of the immovable property owned by an officer is not filled. It is hereby reiterated that all columns of the prescribed proforma, including column 4, must be filled in completely.

7. Since, this is a mandatory requirement, all Group 'A' & 'B' officers/officials, who are in level 6 of pay matrix as per 7th CPC i.e., the grade pay of Rs. 4200/- or more as per 6th CPC are impressed upon to submit 2025 giving complete details in all columns of the prescribed Performa positively by **31st January, 2026** in the office of the undersigned through **Regular Dak** only:-

- I. Junior Engineer & above.
- II. Asstt. Section Officer & above.
- III. AAO & above.
- IV. All MOI's
- V. Security Officer & above.
- VI. Asstt. Chemist & above including Bact./Asstt. Bact.
- VII. SO (Hort.) & above.
- VIII. Junior Steno. & above.
- IX. DM-II & above.
- X. LO(W)/JLO/Hindi Asstt.
- XI. All Foreman, Filter Supervisor, Sanitary Inspectors
- XII. Any other category/post in pay level 6 and above.

Remaining officials excluding above should submit their intimations regarding immovable/Movable Properties to their respective Administration to deal their cases.

8. In case the APR of the officers/officials is not received within the stipulated time schedule i.e **31st January 2026**, their cases will be referred to the higher authority for initiation of disciplinary proceeding as deemed fit. Therefore, all the officers/officials are requested to submit their APR on time to avoid any disciplinary proceeding.

(Signature)
(Vijay Thakran)
Deputy Director (CR)

All DDOs: With the request to circulate this circular among all concerned officers/officials.

Copy for information to:-

1. CEO/Member (A)/Member (F)/Member (DR)/Member (W)/CVO/Secy.DJB/Addl.CEO
2. All CEs/All Directors/All SEs/All Joint Directors/L.O/PRO
3. All Dy.Directors/All Dy.A&FOs/EO/AOs/LWO/ CWAs/ACWAs/C.S.O/Dy.C.S.O.
4. EE (EDP) with the request to upload the same on DJB's website.

(Signature)
Deputy Director (CR)

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR ENDING DECEMBER

EMPLOYEE CODE NO.

1. NAME OF OFFICER/OFFICIAL (IN FULL) _____

2. FATHER'S NAME _____

3. PRESENT POST HOLD _____

3. PRESENT POST HOLD _____ C/O _____

2. FATHER'S NAME _____

NAME OF DISTRICT _____

4. DATE OF BIRTH _____

NAME OF DISTRICT SUBDIVISION TEHSIL VILLAGE IN WHICH PROPERTY IS SITUATED	NAME & DETAIL OF PROPERTY HOUSING AND OTHER BUILDING	LANDS	PRESENT VALUE	IF NOT IN OWN NAME STATE IN WHOSE NAME HELD AND HIS/HER RELATION SHIP IF ANY TO THE GOVT SERVANT	How acquired (whether by purchase mortgage lease inheritance gift or otherwise) with date of acquisition & name with details of person/persons from whom acquired	ANNUAL INCOME FORM THE PROPERTY	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

Signature.....

Dated.....

Mobile No.....

NOT APPLICABLE CLAUSE TO BE STRUCK OUT
IN CASE WHERE IT IS NOT POSSIBLE TO ASSIGN

NOTE: - THE DECLARATION FORM IS REQUIRED TO BE FILED WITH THE RETURN OF THE TAXPAYER. THE APPROXIMATE VALUE IN RELATION TO PRESENT CONDITIONS MAY BE INDICATED.

AND THERE AFTER AT THE INTERVAL OF 12 MONTHS GIVING PARTICULARS OF ALL NAME OF ANY MEMBER OF HIS FAMILY OR IN THE NAME OF ANY OTHER PERSON.

PROPERTY SERVICES UNDER RULE 18-1(1) OF THE CCS (CONDUCT) RULES, 1964 ON 1ST APPOINTMENT TO THE SERVICE OF ANY MEMBER OF HIS FAMILY OR IN THE NAME OF ANY OTHER PERSON, ACQUIRED OR INHERITED BY HIM OR HELD BY HIM ON LEASE OR MORTGAGE EITHER IN HIS OWN NAME OR IN THE