

**GENERAL INFORMATION REGARDING SUBMISSION OF  
PROPERTY RETURNS**

- 1 Filing of Property Returns is mandatory for all Officers under Para-4, Schedule -I(Code of Conduct) to HAL CDA Rules, on joining and thereafter every year, on a Calendar Year basis, on 1st January immediately following the relevant reporting year, and certificate to that effect shall be made in the Annual Performance Appraisal Report. Failure to file Property Return annually or give accurate details constitute a misconduct and Officer will be liable for disciplinary action.
- 2 Annual Property Returns should be raised in duplicate & original forwarded to the following Authorities through the concerned Authorities of the Division / Office / Complex, in line with Corporate Office Letter No. HAL/P&A/19(2)99 dated 28th Dec 99 and duplicate retained by the concerned officer for his record.

<b>Grade</b>	<b>To be forwarded to</b>
<b>I to VI</b>	Concerned ED / GM or officer authorised by him through Head of Personnel Dept. of the Divn./Office
<b>VII</b>	GM(P&A), Corporate Office through Head of Head of Personnel Dept. of the Divn./Office
<b>VIII, IX &amp; X</b>	ED(Vigilance), Corporate Office through GM(P&A), CO.
<b>Functional Director &amp; above</b>	CVO/JS (HAL) through Director(Pers) & ED(V), Corporate Office

- 3 Particulars of all Properties owned by the Officer in his own name or in the names of relatives/others are to be reflected in each year's Report.
- 4 Whenever Purchase/Sale of Property is being contemplated/undertaken, "PRIOR PERMISSION/INTIMATION", as the case may be, giving all the details in Appendix-V of the HAL CDA Rules, from/to the Competent Authority is mandatory, with information to Vigilance Dept. as applicable to various Grades of Officers.
- 5 Every transaction concerning Movable Property owned or held in own name or in the name of relatives/others must be reported to the Competent Authority if the value of such Property exceeds Rs. 20000/- in each case.

**GUIDELINES FOR FILLING THE FORM**

- NOTE:1** if the Property is not wholly owned, the extend of share may be indicated
- NOTE:2** For the purpose of Col.4 the term 'lease' would mean a lease of Immovable Property from year to year or any term exceeding one year of reserved yearly rent. When, however, the lease of immovable property is obtained from a person having official dealings with the employee, such a lease should be indicated in this column irrespective of the term of the lease whether it is short term or long term, and the periodicity of the payment of rent.
- NOTE:3** In Column 5 should be shown:
- (a) Where the Property has been acquired by purchase, mortgage or lease, the price of premium paid for such acquisition.
  - (b) Where it has been acquired by lease, the total annual rent there of also and
  - (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.
- NOTE:4** The Annual Return in respect of Immovable Property shall be submitted in this(Pers.) Form as on 1st January.
- NOTE:5** Name of the State, District, Division/Sub-Division, Taluka, Tehsil, Village and Locality in which the Property is situated and also its distinctive number etc. will be given in Col.2 Full postal address will also be given.
- \* In respect of House/Buildings, No. should be given as assigned by the Corporation/ Municipality/Village Panchayat/Revenue Authorities.
- \* In respect of Land, Survey/Katha/Kasra No., Nature of the Property (Whether Agricultural, Commercial or Residential etc) will be given.
- NOTE:6** Whether by purchase, mortgage, lease, inheritance, gift, or a otherwise & name with details of person/persons from whom acquired. Address & connection,(relatives or persons, having Official dealings etc.), if any, with the person/persons concerned are also to be given in this Column. Date of acquisition is also to be indicated in Col.4. If sold, date of sale, amount for which it is sold, to whom sold, whether sold to relatives or any other person having official dealings with name and full address is to be, given at Col.8.
- NOTE:7** In Col.(7), source of finance, exact amount of Loan from Banks/ Finance Corporations, individual contribution, PF, LIC etc should be given.
- NOTE:8** Whether prior permission/intimation for purchase/sale has been obtained/ given as the case may be, may also be indicated in Col.9.
- NOTE:9** The Property Return should be countersigned by the Section/Dept. Head before it is forwarded to the Competent Authority.