

THE STATE TRADING CORPORATION OF INDIA LTD., NEW DELHI

(VIGILANCE DIVISION)

Circular No.13/ 2017

STC/CO/VIG/01022/2017

December 29, 2017

**Subject: Submission of Annual Immovable Property Return (APR) by STC Employees - Reg.**

Annual Immovable Property Returns (APRs) are required to be filled in and submitted by every employee of STC governed by Rule 18 of the STC Employees (CD&A) Rules, 1975 as amended from time to time, read with Rule 18(4), on the first appointment in the Corporation and thereafter on 1<sup>st</sup> January of each calendar year, submit a return of assets and liabilities in the prescribed Forms No. 1 and 2. Also, in terms of Rules 18(1) of the STC CDA Rules, 1975

- 1.1 No employee shall, except with the **previous knowledge** of the competent authority, acquire or dispose of any immovable property by lease, mortgage, sale, gift or otherwise, either in his own name or in the name of any member of his family;
  - 1.2 Provided that the **previous sanction** of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealing with him.
2. In terms of Govt. of India, Department of Personnel & Training O.M. No.11013/12/93-Estt.(A) dated 24.01.1994, failure to submit annual immovable property return constitutes good and sufficient reason for institution of disciplinary proceedings against the concerned officers.
3. The Vigilance Division during scrutiny of APRs has observed several deficiencies in terms of filing of APRs by the employees of STC and therefore, the following instructions are issued for guidance and compliance.
- a) Annual Immovable Property Return (APR) for each calendar year shall be submitted **by 31<sup>st</sup> January of the following year** to the Personnel Division of STC. APRs in respect of Managers of Branches should be submitted to Personnel Division at Corporate Office.
  - b) APRs of the employees shall be kept in the safe custody of the Personnel Division along with personal file of the employees.
  - c) APR shall be submitted in the prescribed format (copy enclosed).
  - d) All the columns shall be completely filled in with specific details in a legible manner. The wording '**No Change or No Addition or As in previous year**' shall be avoided and all details shall filled up.
  - e) Previous intimation/sanction in prescribed format (copy enclosed) with all details/information duly filled in, for transaction (acquisition/disposal) for immovable property in terms of Rules 18(4) of STC (CD&A) Rules, 1975, shall be submitted to Personnel Division of STC. Such intimation/sanction shall also be kept in the safe custody by the Personnel Division of STC along with personal file of the employee.

- f) The APRs/Intimations submitted by the employees shall be scrutinized by concerned Personnel Division before accepting and filing the same.



(Arvind Kumar Kadyan)  
Chief Vigilance Officer

Encl: As above

To All Employees of STC

Copy to:

1. ES to CMD
2. ES to All Directors
3. All Branch Managers/Head of Divisions - with request to bring this circular into the notice of concerned employees of STC
4. STC website
5. Office Circular File, STC, New Delhi

FORM NO. 1

**STATEMENT SHOWING DETAILS OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT  
AND ALSO ON 1ST JANUARY OF EACH CALENDAR YEAR**  
(e.g. Lands, House, Shops, other Buildings, etc.)

**NAME**  
**DESIGNATION**  
**ORGANISATION (C.O. Division/Branch)**  
**DATE OF JOINING**  
**BASIC PAY**

Sl. No.	Details/Description of property and its location (See notes 1 & 5 below) House/Building/ Land No.	If not in own name, state in whose name held and his/her relationship, if any to the employee	How and when acquired (See Notes 2 & 6 below)	Value of the Property (see note 3 below)	Total annual income from the property	Remarks
1	2	3	4	5	6	7

- Note :1** If the property is not wholly owned the extent of share may also 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 for any term exceeding one year of reserve yearly rent. When, however, the lease of immovable property is obtained from a person having official dealings with the employee, such a lease should 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 Col. 5 should be shown :
- (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.
  - (b) Where it has been acquired by lease the total annual rent thereof 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 may also be submitted in this form as on 1st January.
- Note :5** Name of District, Division, Taluka & Village in which the property is situated and also its distinctive number etc. will be given in Col. 2.
- Note :6** Whether by purchase, mortgage, lease, inheritance, gift or otherwise & name with details of person/persons from whom acquired. Address & connection, if any with the person/persons concerned are also to be given in Column.

Signature : \_\_\_\_\_ Date \_\_\_\_\_

**FORM NO. 2**  
**STATEMENT OF ASSETS & LIABILITIES**

DETAILED STATEMENT IN RESPECT OF SHARES/DEBENTURES PURCHASED UNDER PROMOTERS'/EMPLOYEES QUOTA AS ON 1ST JANUARY OF EACH CALLENDAR YEAR IN OFFICERS OWN NAME AND ALSO THOSE HELD IN THE NAMES OF SPOUSE AND DEPENDENT CHILDREN.

NAME  
DESIGNATION  
ORGANISATION (C.O. Division/Branch)  
DATE OF JOINING THE PSU  
BASIC SALARY  
P.F. INDEX NO.

Sl.No.	Name of the company	No. of shares	Face Value	Cost of acquisition	Whether promoters'/ Employees' Quota	How acquired	Position held at the time of acquisition and if the company had any borrowing or other facilities at that time.
1	2	3	4	5	6	7	8

A. Self

B. Spouse and Dependent Children

(2) Any additions/deletions to this statement as on 1st January.....and the profit/loss incurred by me are given below.

Place :

Date :

Signature\_\_\_\_\_

ANNEXURE

(To be submitted along with the Assets & Liabilities Statement as on 1st January of every year)

Form for giving information where total transactions in shares, securities, debentures and investment in mutual fund schemes etc. exceed Rs. 25,000/- during the calendar year as on 1st January.....

1. Name and designation
2.
  - i) Scale of pay and present pay
  - ii) P.F. Index No.
3. Details of each transaction made in shares, securities, debentures, mutual funds scheme etc. during the calendar year.
4. Particulars of the party/firm with whom transaction is made.
  - (a) Is party related to you ?
  - (b) Did you have dealings with the party in your official capacity at any time or is the applicant likely to have any dealings with you in the near future ?
5. Source or sources from which financed ?
  - (a) Personal savings
  - (b) Other sources giving details.
6. Any other relevant fact which you may like to mention.

Declaration :

I hereby declare that the particulars given above are true.

Place :

Signature :

Date :

Designation :

## APPLICATION FOR PERMISSION REGARDING SALE / PURCHASE OF IMMOVABLE/MOVABLE PROPERTY

1. Name (in full)
2. Date of Joining S.T.C.
3. Present post held and the date from which it is held
4. Total monthly emoluments
5. Details of the Property proposed to be disposed/  
purchase of
6. Name & Business/Professional address of the  
party from /to whom proposed to be purchased/  
disposed of and how the contact was  
established.
7. Whether the party is
  - 1) Related
  - 2) having any official dealing with the employee
8. Estimate sale/purchase price of the property  
(in figures & words)
9. in case of sale
  - 1) reasons thereof
  - 2) was any sanction obtained for its acquisition  
a copy of sanction should be attached. If no  
sanction was required was any intimation  
sent to prescribed authority.
10. Source(s) of financing the purchase, (In case the  
purchase is out of savings/ loan full details are to  
be given including address of parents relatives from  
whom loan is proposed to be taken).
11. If financed through loan how it is proposed to be refunded
12. Existing liabilities on account of loans/advance etc.  
(with details)
13. Further details, if any

1. Pay \_\_\_\_\_
2. Allowances \_\_\_\_\_

Signature .....

Division .....

Employee No. ....

Dated .....

Recommended and forwarded to Vigilance Division for necessary action.

Head of the Division

[SPACE FOR OFFICIAL USE]  
[VIGILANCE DIVISION]

VOL. F/2

FORM FOR INTIMATION OF ACQUISITION/DISPOSAL OF MOVABLE/IMMOVABLE PROPERTY  
REQUIRED UNDER RULE 18 OF THE STATE TRADING CORPORATION OF INDIA LTD.  
EMPLOYEES (CONDUCT, DISCIPLINE AND APPEAL) RULES 1975

1. Name of employee (in full)
2. Date of joining STC
3. Present Post held and the date from which it is held
4. Present pay and scale of pay attached to the post
5. Nature of property acquired/disposed of  
(full description and details to be given)
6. Interest acquired/disposed part of full whether by  
purchase, gift, lease or mortgage etc.
7. Acquisition/disposal price (in figures and words)
8. In case of disposal reasons thereof
9. Mode of utilisation of disposal money
10. Source(s) from which the acquisition was financed:
  - (a) Own savings (where & what from savings were kept)
  - (b) other sources in details
11. If financed through loan how it is proposed to be refunded
12. In the case of disposal of property was any sanction  
obtained for its acquisition (a copy of sanction should  
be attached). If no sanction was required, was any  
intimation sent to prescribed authority.
13. The date on which the transaction was completed
14. Is the acquisition/disposal made through a reputed dealer  
name & address of the dealer and party may be given)
15. If acquisition/disposal is through private negotiations  
from/to a party other than a reputed dealer, name and  
address of the party may be given and how the contact  
was established.
16. Is the party related to the applicant ?
17. Did the applicant have any dealings with him in this official  
capacity at any time or is the applicant likely to have any  
dealings with him in the near future ?
18. Further details, if any

DECLARATION

I \_\_\_\_\_ hereby intimate the acquisition/disposal of property by me as detailed above through the dealer whose name and address is furnished against column No. 14, above. I also declare that the particulars given are true.

OR

I \_\_\_\_\_ hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of the property as described above to the party whom name and address is mentioned in column No. 15 above.

Station.....  
Dated.....  
Signature .....  
Designation.....  
Divn./Branch.....  
Intercom No.....  
Office Address.....

(Space for office use)

VIGILANCE DIVISION