

ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE,  
AVIKANAGAR

F.No. 7(3)/E.III/77/A.I/Vol.I/ 77/0

Dated 07-01-2019

Circular

Sub.: Immovable Property owned, acquired, inherited or held on lease or mortgage in the name of the Officer(s)/Official(s) or in the name of the member of their family are required to be furnished as Annual Immovable Property Return – submission of annual return for the year 2018 (01.01.2018 to 31.12.2018).

In accordance with the orders of the Government of India as applicable to ICAR employees, all Officer(s)/Official(s) are required to furnish annual Immovable property return in the prescribed form (copy enclosed).

In order to meet the above requirement, all the Head of Division/Section/Sub-Stations are requested to obtain the return from each staff member working under them for the period ending December, 2018 showing information as on 31.12.2018. The immovable property owned acquired or inherited by Officer(s)/Official(s) are held by him on lease or mortgage, or owned either in his own name or in the name of any family members or in the name of any other person may be sent so as to reach this office latest **25.01.2019** positively failing which, this office will not be in position to give vigilance clearance. The wording '**No change or No addition or opt as in previous year**' may avoided and all details filled up in the prescribed form.

This issues with the approval of the Director.

Encl.: As above.

Neeraj  
07/01/19

(Neeraj Tanwar)

Administrative Officer

Distribution (via e-mail):

- ✓ 1. All Head of Divisions/Section in charges at the Main Institute.
2. The Head/OIC Sub-stations (ARC, Bikaner/NTRS Garsa/SRRC, Mannavanur).

(Annual return in respect of Officer(s)/Official(s) including Head/Officer Incharge working at Sub-Stations may be sent to this office and a copy of the same may be kept in office record at the station/centre. Annual return in respect of employees who are on Foreign Service/Deputation may be called through concerned Head/Incharge at their own level on priority basis before prescribed time as the information is also required to be sent to the Council from time to time as and when requires while sending Vigilance Clearance Certificate.)

**ANNAUL IMMOVABLE PROPERTY RETURN**

**Statement of immovable property for the year 2018 (as on 31.12.2018)**

1. Name of Officer (in Full) and service to :  
Which the officer belongs

2. Present post held :

3. Present Pay (Pay Level & Cell in the 7<sup>th</sup> CPC) : Rs.

Name of District, Sub- Division, Taluk and Village in which property is situated	Name and Details of Property		*Present Value	If not own name state in whose name held and his/her relationship to the Government Servant	How acquired whether by purchase, lease**, mortgage, inheritance, gift or otherwise, with date of acquisition and name with details of person from whom acquired	Annual income from the property	Remarks
	Housing and other buildings	Lands					

Signature:

Date:

- Inapplicable clause to be struck out.
- In case where it is not possible to access the value accurately the approximate value in relation to present conditions may be indicated.
- Includes short-term lease also.
- The **wording 'No change or No addition or as in previous year'** may be avoided and all details filled-up.
- Note: the declaration form is required to be filled in and submitted by member of class I and II (Group 'A' and Group 'B') services under Rules 15(3) of the Central Civil Services (Conduct) Rules 1955 { Now Rule 18(1) of the CCS (Conduct) Rules, 1964}, on the first appointment to the service and thereafter at the interval of every 12 months, giving particular of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person.