CIRCULAR


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With reference to the above subject, it is stated that as per the instructions contained at G.I. Dept. of Per. & Trg., O.M. F. No. 11013/7/2014-Estt. (A-III), dated 26-10-2015, every Government servant (belonging to Groups ‘A’, ‘B’ & ‘C’) is required to submit Annual Immovable Property Returns giving full particulars regarding the Immovable Property inherited / owned / acquired / held on lease or on mortgage by him / her in his / her name or any member of his / her family or in the name of any other person.

Accordingly, all the officers / officials working at Central Office, CSB (belonging to Groups ‘A’, ‘B’ & ‘C’) are hereby requested to submit the Annual Immovable Property Returns for the Calendar Year 2019 (As on 01-01-2020) in the prescribed proforma on or before 31-01-2020, so as to place the same before the Competent Authority as and when required.
It may please be noted that the Returns are required to be (a) filled in a legible, neat and detailed manner with complete particulars (b) submitted to the Office within the above said time limit.

It may further be noted that even in case there is no change in the Returns submitted in the previous Year/s, the Returns now to be submitted (for the Calendar Year 2019, i.e. as on 01-01-2020) are required to be reproduced in full and the remarks like ‘as in previous Year/s’ be avoided.

Encl : As above.

(DR. RAKESH KUMAR MISHRA)
DIRECTOR /
CHIEF VIGILANCE OFFICER

To:

1) All the Group A, B & C officials working in Central Office, CSB (List enclosed).

2) The Notice Board, Central Office, CSB.
| S.No. | Description of property | Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.). | Area of land (in case of land and building) | Nature of land in case of landed property | Extent of interest | If not in own name, state in whose name held and his / her relationship, if any, to the Government Servant. | Date of acquisition | How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person / s from whom acquired (address and connection of the government Servant, if any, with the person / s concerned ). Please see Note 1 below. | Value of the property (see Note 2 below). | Source from which payment was made for the property and mode of payment. | Particulars of sanction of prescribed Authority, if any. | Total Annual income from the property | Remarks |
|-------|------------------------|---------------------------------------------------------------------------------|------------------------------------------|------------------------------------------|------------------|---------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------|--------------------------|---------------------------------------------------------------|
| 1     |                        |                                                                                 |                                          |                                          |                  |                                                                                 |                 |                                                                                 |                          |                                                                                           |                          |                                                               |

SIGNATURE:

NAME (IN BLOCK LETTERS), DESIGNATION AND OFFICE ADDRESS:

DATE:

Note 1: For the purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease is obtained from a person having official dealings with the Government servant, such a lease should be shown in this column irrespective of the term of the lease, short or long, and the periodicity of the payment of rent.

Note 2: In column 10 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 © Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.
| क्र. सं. | संपत्ति का विवरण | सही स्थान (जिला, मंडल, लातुकांक और गांव का नाम जहां संपत्ति स्थित है तथा उसकी सुरक्षित संख्या, आदि) | भूमि का क्षेत्रफल (भूमि तथा मकान के मामले में) | भूमि संपत्ति के मामले में भूमि की प्रकृति है कि ना हमसे होती है? | यदि युद्ध के नाम पर नहीं तो सूचित करें कि किसके नाम पर है तथा उनका सरकारी कर्मचारी के साथ संबंध कोई हो तो | अर्जन तारीख | कैसे अर्जित किया (क्रय दरारा, पहेला पर, विस्तार, उपहार या अन्य) तथा व्यक्तिगत/व्यक्तियों का नाम सहित विवरण जिससे अर्जित किया है (सरकारी कर्मचारी के साथ व्यक्ति का संबंध कोई हो तो एवं पता) कृपया नीचे नोट 1 देखें | संपत्ति का मूल्य (नीचे नोट 2 देखें) | स्थान किससे संपत्ति के लिए मुद्रित किया गया और मुद्रात्मक उपदेश | निर्धारित प्राधिकारी का स्थितिकृत का विवरण कोई ही नि? | संपत्ति के कुल वार्षिक आय | संपत्ति के कुल वार्षिक आय | संपत्ति के कुल वार्षिक आय |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
To: All the Directors of the Board's Units and the Scientist-D of MSSO, Guwahati (as per list enclosed).

Sir,

Sub: Central Civil Services (Conduct) Rules, 1964 – Submission of Annual Immovable Property Returns for the Calendar Year 2019 (as on 01-01-2020) – regarding.

I am to refer to the above subject and to state that as per the instructions contained at G.I. Dept. of Per. & Trg., O.M. F. No. 11013/7/2014-Estt. (A-III), dated 26-10-2015, every Government servant (belonging to Groups ‘A’, ‘B’, & ‘C’) is required to submit Annual Immovable Property Returns giving full particulars regarding the Immovable Property inherited / owned / acquired / held on lease or on mortgage by him / her in his / her name or any member of his / her family or in the name of any other person.
Accordingly, you are requested to kindly submit your Annual Immovable Property Returns for the **Calendar Year 2019 (As on 01-01-2020)** in the prescribed proforma (a copy of which is enclosed) on or before 31-01-2020.

Yours faithfully,

Encl: As above.

(DR. RAKESH KUMAR MISHRA)  
DIRECTOR /  
CHIEF VIGILANCE OFFICER
No. CSB-13 (1) / 88-PROPERTY/VIG. VOL VI Date: 03-12-2019

To:

All the Directors of the Board’s Units and the Scientist-D of MSSO, Guwahati (as per list enclosed).

Sir,

Sub: Central Civil Services (Conduct) Rules, 1964 – Submission of Annual Immovable Property Returns for the Calendar Year 2019 (as on 01-01-2020) – regarding.

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I am to refer to the above subject and to state that as per the instructions contained at G.I. Dept. of Per. & Trg., O.M. F. No. 11013/7/2014-Estt. (A-III), dated 26-10-2015, every Government servant (belonging to Groups ‘A’, ‘B’ & ‘C’) is required to submit Annual Immovable Property Returns giving full particulars regarding the Immovable Property inherited / owned / acquired / held on lease or on mortgage by him / her in his / her name or any member of his / her family or in the name of any other person.

......2
Accordingly, I am to request you to kindly obtain the **Annual Immovable Property Returns for the Calendar Year 2019 (As on 01-01-2020)** in the prescribed proforma (copy enclosed) from all the Groups ‘A’, ‘B’ & ‘C’ working at / under your Station.

**You may retain in safe custody** at your end all such Returns thus obtained.

Furthermore, **it may please be ensured that**:

[i] the Returns are obtained from each and every employee, **including those who are on deputation to other Organisations and those who are on Study Leave**, and none is left out;

[ii] the Returns are filled in by the individuals in a legible and detailed manner with complete particulars;

[iii] even in case there is no change in the Returns submitted in the previous Year/s, the Returns now to be submitted (for the Calendar Year 2019, i.e. as on 01-01-2020) are reproduced in full by the individual concerned and **the remarks like ‘as in previous Year/s’ are avoided**.

The Returns may be treated as ‘Confidential’.

Yours faithfully,

Encl: As above.

(DR. RAKESH KUMAR MISHRA)
DIRECTOR /
CHIEF VIGILANCE OFFICER
No.CSB-13(1)/88-PROPERTY/VIG. VOL.VI

Date: 03-12-2019

To:

Speed Post

The Head of Offices of all the SMOI, Palakkad & SMOI, Chennai and all the Regional Offices of the CSB (As per list enclosed).

Sir,

Sub: Central Civil Services (Conduct) Rules, 1964 – Submission of Annual Immovable Property Returns for the Calendar Year 2019 (as on 01-01-2020) – regarding.

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I am to refer to the above subject and to state that as per the instructions contained at G.I. Dept. of Per. & Trg., O.M. F. No. 11013/7/2014-Estt. (A-III), dated 26-10-2015, every Government servant (belonging to Groups ‘A’, ‘B’ & ‘C’) is required to submit Annual Immovable Property Returns giving full particulars regarding the Immovable Property inherited / owned / acquired / held on lease or on mortgage by him / her in his / her name or any member of his / her family or in the name of any other person.
As such, I am to request you to obtain the Annual Immovable Property Returns for the Calendar Year 2019 (As on 01-01-2020) in the prescribed proforma (copy enclosed) from all the Groups ‘A’, ‘B’ & ‘C’ Officials working at / under your Station - including those who are on deputation to other organisations and those who are on Study Leave - and to forward the same to Central Office on or before 31-01-2020.

Further, it may please be ensured that:

[i] the Returns are obtained from each and every employee (including those who are on deputation and on Study Leave) and none is left out;

[ii] the Returns are filled in by the individuals in a legible and detailed manner with complete particulars;

[iii] even in case there is no change in the Returns submitted in the previous Year/s, the Returns now to be submitted (for the Calendar Year 2019, i.e. as on 01-01-2020) are reproduced in full by the officials concerned and the remarks like ‘as in previous Year/s’ are avoided.

The Returns may be treated as ‘Confidential’.

Encl: As above.

(DR. RAKESH KUMAR MISHRA)  
DIRECTOR /  
CHIEF VIGILANCE OFFICER