

Time Bound/Most Urgent

**ICAR- CENTRAL SHEEP & WOOL RESEARCH INSTITUTE,
AVIKANAGAR**

File No. 7(3)/E.-III/77/A.I/Vol.I/ 575

Date: 01.01.2025

E-174287


CIRCULAR

Sub.: Immovable Property owned, acquired, inherited or held on lease or mortgaged 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 2024 (01.01.2024 to 31.12.2024).

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) as well as on **e-HRMS** also.

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, 2024 showing information as on 31.12.2024. The immovable property owned, acquired or inherited by Officer(s)/Official(s) or 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 by 31.01.2025 positively** failing which this office will not be in position to give vigilance clearance. **The wording 'No change or No addition or as in previous year' may be avoided and all details be filled up in the prescribed form as well as on e-HRMS also.**

This is issued with the approval of the Director.


(D.L. VERMA)
Asstt. Administrative Officer

Encl.: As above

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, SRCC Mannavanur)
3. I/C AKMU for uploading on Institute website.

(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 required while sending Vigilance Clearance Certificate.)

ANNUAL IMMOVABLE PROPERTY RETURN

Statement of immovable property for the year

1. Name of Officer (in full) and service to which the officer belongs _____
2. Present Post held _____
3. Present Pay _____

| Name of District, Sub-Division, Taluk and village in which property is situated | Name and details of property | | *Present Value | If not in own name state in whose name held and his/her relationship to the Government Servant | How acquired whether by purchases, lease**, mortgage inheritance, gift, or otherwise, with date of acquisition and name with details of person/ persons 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 assess 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 opr 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 every member of Class I and Class II (Group 'A' and Group 'B') services under Rule 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 twelve months, giving particulars 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.