



भारत - भारतीय मसाला फसल अनुसंधान संस्थान  
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH  
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)



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F.No.6/10/2021-Estt.

Dated: 01-01-2022.

CIRCULAR

Sub: Submission of Annual Immovable Property Return for the year 2021-reg.

In accordance with the provision of Clause (II) of Rule 18(1) of the CCS (Conduct) Rules, 1964, every Government servant is required to submit Annual Return giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person. The statement for each year should be furnished by 31<sup>st</sup> January of the following year.

Further, as per Council's letter F No.39-8/2011-Vig. Dated 22<sup>nd</sup> May 2012, Vigilance Clearance can be denied to an officer on account of non-submission of annual immovable property return. The details of submission of Annual Immovable Property Return by an official and the date of its submission are required while obtaining vigilance clearance.

Accordingly, all the staff members are requested to furnish their Annual Movable and Immovable Property Return for the year ending 31<sup>st</sup> December 2021 latest by 31<sup>st</sup> January, 2022 in the prescribed proforma enclosed.

  
SENIOR ADMINISTRATIVE OFFICER

Encl: As Above

Distribution

1. The Project Coordinator(Spices), ICAR-IISR, Kozhikode
2. All the Heads of Division, ICAR-IISR, Kozhikode
3. The Head, R.S, Appangala
4. PS to Director, ICAR-IISR, Kozhikode
5. Senior Finance & Accounts Officer, ICAR-IISR, Kozhikode
6. The Asst. Admn. Officer, ICAR-IISR, Kozhikode
7. Scientist in Charge, Chelavoor/ Peruvannamuzhi
8. Programme Coordinator, KVK, Peruvannamuzhi
9. ICAR-IISR Website

## ANNUAL IMMOVABLE PROPERTY RETURN

Statement of Immovable property for the year

1. Name of the 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 purchase, 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					

Date:

Signature :

Name :

Designation :

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 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 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.

### STATEMENT OF MOVABLE PROPERTY AS ON

Sl. No	Description of Items	Price value at the time of acquisition /and/or the total payment made up to the date of return as the case may be in case of articles purchased on hire purchase or installment basis	If not in own name, name & address of the person in whose name and his/her relationship with the Govt. servant	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6
<hr/>					

Date :

Signature :

Name :

Designation :

- Note:
1. In this Form, information may be given regarding motor cars only.
  2. In col. 5 may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.
  3. In col. 6 particulars regarding sanction obtained or report made in respect of various transactions may be given.