



CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
(Indian Council of Agricultural Research)
Santoshnagar :: Saidabad Post :: Hyderabad - 500 059



ANNUAL IMMOVABLE PROPERTY RETURNS OF STAFF

F.No. 1-13(51)/2018-E-I
Dated 21.12.2018

CIRCULAR

Sub : Annual Immovable Property Return for the year 2018 (as on 01.01.2019) under Rule 18 of the CCS (Conduct) Rules 1964 – Submission – reg.

All the staff (Scientific, Administrative, Technical & Skilled Support Staff) are required to furnish the immovable property return as on 01.01.2019 giving full particulars of immovable property inherited/ owned/acquired/ held by them on lease or mortgage either in their own name, or in any of their family member's name, or in any other person's name, under Rule 18 of the CCS (Conduct) Rules 1964 in the prescribed proforma by 31st January, 2019 without fail. The proforma is enclosed herewith and may also be downloaded from CRIDA website (<http://www.crida.in> or <http://crida.in>)

2. It is also pointed out that in case no immovable property is owned, then 'Nil' is required to be written against the relevant column of the proforma and the statements such as 'No change' or 'Same as Last Year' will not be accepted.

3. All Heads of Divisions/ Sections/ Incharges are requested to bring the contents of this Circular to the notice of all the concerned staff working under their control.

(B.D. PHANSAL)
Chief Administrative Officer

21/12/18.

Encl : As above

Distribution:

1. Project Coordinator (DLA)/ (Agro. Met.)
2. All Heads of Divisions/Sections (DCS/DRM/TOT/D&A)
3. OIC, HRF/GRF
4. Farm Superintendent (HRF/GRF)
5. Head, KVK
6. Officers in charge (PME/ Works/IGH/Library/Vehicles/ AKMU/TOT & Official Language/Landscaping)
7. Senior Finance & Accounts Officer
8. Administrative Officer/Stores & Purchase Officer
9. Assistant Administrative Officer (Pension)/ Drawing & Disbursing Officer
10. Assistant Administrative Officer (E-I/E-II)
11. PA to Director
12. Assistant to C.A.O.
13. Institute Website

IMMOVABLE PROPERTY RETURN FORM

Statement of Immovable Property for the year 2018 (as on 01.01.2019)

1. Name of the Officer (in full & service to which the officer belongs) :
2. Present post held :
3. Present pay :

Name of District, Sub-division, Tq. & Village in which property is situated	Name & details of property		Present value*	If not in own name, status in whose name held & his relationship to the Govt. servant	How acquired, whether by purchase, lease, mortgage, in heritage, gift or otherwise with date of acquisition & name with details of person/persons from whom acquired	Annual income from the property	Remarks
	Housing & other buildings	Lands					
1.	2.	3.	4.	5.	6.	7.	8.

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 included.

*Include 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 in 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.