

I/135099/2024

**ICAR-NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING
AMRAVATI ROAD: NAGPUR-440033**

F.No. 21-76/24-Adm/

Date:04.01.2024

CIRCULAR

Subject:-Submission of Annual Immovable Property Return for the calendar year 2023 as on 01.01.2024 – reg.

In accordance of Rule 18 (1)(ii) of CCS (Conduct) Rules, 1964, every Government servant holding a Group 'A' and 'B' posts is required to submit Annual Immovable Property Return giving full particulars of the immovable property inherited /owned/acquired by him or held by him 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.

Accordingly all the officers/officials are requested to furnish Annual Immovable Property Return for the calendar year 2023 as on 01.01.2024 to be submitted to undersigned on or before 31.01.2024 in the prescribed format (copy enclosed)

While furnishing the return, it may also be ensured that usage of phrases such 'as same or as previous or no change or no addition' are not used and all details of the existing property as well as additional property acquired, if any to be filled up.

Further, as per Council's OM No.1(07)/2018-PMIS dated 24th July, 2023, the Nodal Officer (PMIS) shall make sure that the AIPRs of all the scientists posted in the Institute or its RS/RC, pertaining to the year ending 2023 (which they have supposedly submitted in physical mode to the Institute as on 31.12.2023) are uploaded on the ICAR-PMIS Portal by 31.01.2024.

It may also be ensured by the employee that the AIPRs should be forwarded by the Head of Division/Section with signature and date to the undersigned. **AIPR may be sent in e-office only.**

Sd/-
(Toran Prasad)
Asstt. Administrative Officer

Distribution:-

1. The Head, Regional Centre, NBSS&LUP, Bangalore / Kolkata / New Delhi / Udaipur / Jorhat for necessary action at the centre.
2. The Head, Division of SRS / LUP / RSA, NBSS&LUP, HQrs, Nagpur.
3. I/c, PME Cell / L&D Unit, NBSS&LUP, Nagpur.
4. The Chief Administrative Officer, NBSS&LUP, Nagpur.
5. The Chief Finance & Accounts Officer, NBSS&LUP, HQrs, Nagpur.
6. The Asstt. Administrative Officer (Store Officer), NBSS&LUP, Nagpur.
7. The PS to Director, Nagpur.
8. I/c, ARIS Cell, NBSS&LUP, Nagpur alongwith copy of format of Statement of Immovable Property for the year 2023 as on 01.01.2024 for uploading on Institute website.

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AMRAVATI ROAD, NAGPUR-440033**

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2023 AS ON 01.01.2024

1. Name of the officer (in full) and the service to which the officer belongs : _____
2. Designation : _____
3. Date of Birth : _____
4. Present Pay : _____

Name of the Distt. Sub Division, Taluka & Village in which property is situated	Name and details of the property Housing, lands, other building	*Present Value	If not in own name state in whose name held & his/her relationship with Govt. servant	How acquired whether by purchase, **lease, mortgage Inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired	Annual income from the property	Remarks indicate ICAR/(NBSS&LUP, Nagpur letter No. & date in which permission accorded)

SIGNATURE: _____

DATE: _____

Notes:

- *In case where it is not possible to assess the value accurately the approximately value in relation to present conditions may be indicated.
- **Includes short terms lease also.
- The declaration form is required to be filled in and sub mitted 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 dependent on Government servant.
- The wording 'no change' or 'no addition' or 'as in the previous year' should be avoided and full details provided.
- The colums should be filled up neatly in capital letters.