

I/167224/2025

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

F.No. 21-76/25-Adm/

Date:06.01.2025

**CIRCULAR**

**Subject:- Submission of Annual Immovable Property Return for the calendar year 2024 as on 01.01.2025 - 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 2024 as on 01.01.2025 to be submitted to undersigned on or before 31.01.2025 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 24<sup>th</sup> 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 2024 (which they have supposedly submitted in physical mode to the Institute as on 31.12.2024) are uploaded on the ICAR-PMIS Portal by 31.01.2025. **AIPR may be filled up through eHRMS only.**

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.

Sd/-  
(Manvendra Singh)  
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.

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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 2024 as on 01.01.2025 for uploading on Institute website.