

ICAR-CENTRAL TOBACCO RESEARCH INSTITUTE
(Indian Council of Agricultural Research)
RAJAHMUNDRY-5.

No.F.2(21)(Immovable Prop>Returns)/2020-21/Adm.I

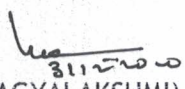
Date : 31.12.2020

C I R C U L A R

All Heads of the Divisions/Sections/Research Stations are requested to obtain and submit the Annual Immovable Property Returns for the year ending 31st December, 2020 (as on 01.01.2021) in **duplicate** from all the Group 'A', 'B' and 'C' (including Skilled Support Staff) working with them and forward the same to this office so as to reach on or before 16th January, 2021. While submitting the returns the words "**No Change or No addition or as in previous year**" may be avoided and all details of the existing property as well as additional property acquired, if any to be filled-up. A **prescribed Format** issued by the Council in this regard is uploaded in CTRI website, which may please be downloaded for its submission.

Further it is also informed that as per the instructions of Chief Vigilance Officer, ICAR, New Delhi, **issue of Vigilance Clearance shall be denied to the officials who have not submitted their Annual Immovable Property Returns (AIPR) of a particular calendar year (i.e. as on 31st December) by 31st January of the following year.**

Since, a consolidated report to this effect has to be sent to the Council, the returns may please be sent before the stipulated date without fail.


(V. BHAGYALAKSHMI)
ADMINISTRATIVE OFFICER i/c

Distribution :

To

1. All the Heads of Divisions/Sections
2. The Head, CTRI Research Station, Guntur/Kandukur/Jeelugumilli/ Hunsur/
Vedasandur/Dinhata/Programme Coordinator, KVK, Kalavacharla/KVK, Kandukur.
3. Dr. K. Prabhakara Rao, Vigilance Officer, CTRI, Rajahmundry.
4. The Sr. Finance & Accounts Officer, CTRI, Rajahmundry
5. Admn. Officer/AAO(E)/AAO(B&C)/AAO(P & S).
6. PS to DTR/ PS to SAO & In-charge, C.R. Cell
7. Officer-in-charge, CTRI Farm, Katheru/ Officer-in-charge, BTRC, Kalavacharla/M.S. Unit/
SPO section/Nodal Officer, AINPT/AKM Unit
8. Notice Board at new Lab.

Copy to the Officer-in-charge, AKM Unit, ICAR-CTRI, Rajahmundry, with a request to upload the circular and prescribed format in CTRI web-site for information and necessary action.

ANNUAL IMMOVABLE PROPERTY RETURN

Statement of immovable property for the year 2020 (as on 01.01.2021)

1. Name of Officer (in full) and service to which the Officer belongs
Present post held :
2. 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	Rs.				

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 or as in previous year' may be avoided and all details filled-p.

Note: The declaration form is required to be filled in and submitted by 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