



## ICAR - CENTRAL TOBACCO RESEARCH INSTITUTE

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ISO 9001 : 2015 CERTIFIED INSTITUTE

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F.No. 2(21)(AIPR)/2023-24/Adm.I

Date: 01.12.2023

### CIRCULAR

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, 2023 (as on 01.01.2024) 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 16<sup>th</sup> January, 2024. 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 31<sup>st</sup> December) by 31<sup>st</sup> January of the following year.

Since, a consolidated report to this effect has to be sent to the Council through Personnel Management Information System (PMIS), the returns may please be sent within the stipulated date without fail.

  
01/12/2023  
(V. BHAGYA LAKSHMI)  
ADMINISTRATIVE OFFICER

#### Distribution to:

1. The Head i/c, Division of Crop Improvement / Post Harvest & Value Addition / Crop Management
2. The Head i/c, ICAR-CTRI RS, Hunsur / Kandukur / Guntur / Jeelugumilli / Vedesandur / Dinhat
3. The Programme Coordinator, KVK, Kalavacharla / Kandukur.
4. The Administrative Officer, ICAR-CTRI, Rajahmundry.
5. V.O / PPS to DTR/AAO(E) / AAO(B&C)/ AAO(P&S)/ AFAO / N.O, PME Cell / OIC, AINPT / APAR CELL / Library / OIC, BSR Farm, Katheru / M.S. Unit / Seed Production Unit / Notice Board
6. Copy to the Officer-in-charge, AKM Unit, ICAR-CTRI, Rajahmundry, with a request to upload the circular and the prescribed format - AIPR Form in CTRI web-site for information and necessary action.

**ANNUAL IMMOVABLE PROPERTY RETURN**

Statement of Immovable Property for the year 2023 (as on 01.01.2024)

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 /her 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 indicated.
- 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 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.