

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

F.No.2(21)(AIPR)/2021-22/Adm.I

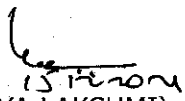
Date : 15.12.2021

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, 2021 (as on 01.01.2022) **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, 2022**. 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. BHAGYA LAKSHMI)
ADMINISTRATIVE OFFICER

Distribution :

To

1. All the Head i/c of Divisions / Sections
2. The Head/Head i/c, CTRI Research Station, Hunsur/Guntur/Kandukur/Jeelugumilli/ Vendasandur/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. PS to DTR/ PS to SAO / In-charge, C.R. Cell
6. Officer-in-charge, BSR Farm, Katheru / M.S. Unit / Seed Production Unit / Nodal Officer, AINPT / AKM Unit.
7. Notice Board at new Lab.

Copy to the Officer-in-charge, AKM Unit, ICAR-CTRI, Rajahmundry, with a request to upload the Circular along with prescribed format in CTRI web-site.