



INDIAN INSTITUTE OF SPICES RESEARCH  
(Indian Council of Agricultural Research)  
Marikunnu P.O., Kozhikode – 673 012, Kerala  
Phone : 0495 2731410



F. No. 6/2/2013-Estt.

Dated :15.01.2014.

CIRCULAR

Sub: Submission of Annual Immovable Property Return for the year 2013  
(as on 01.01.2014) – regarding.

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In accordance with the provision of Clause(II) of Rule 18(1) of the CCS (Conduct) Rules, 1964, every Government servant holding Group 'A' & 'B' post is required to submit Annual Return giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held 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. The statement for each year should be furnished by 31<sup>st</sup> January of the following year.

Further, as per Council's letter No.39-8/2011-Vig. Dated 22<sup>nd</sup> May, 2012, Vigilance Clearance can be denied to an officer on account of non-submission of annual immovable property return. The submission of Annual Immovable Property Return by an official and the date of its submission are required while obtaining vigilance clearance.

Accordingly, all the Group 'A' & 'B' officers are requested to furnish their Annual Immovable Property Return for the year ending 31<sup>st</sup> December, 2013 latest by 31<sup>st</sup> January, 2014 in the prescribed proforma enclosed.

(K. V. Pillai)  
Administrative Officer

Encl: As above

Distribution:

1. All the Heads of Division, IISR, Kozhikode.
2. Head CRC, Appangala.
3. PS to Director, IISR, Kozhikode.
4. The Finance & Accounts Officer, IISR, Kozhikode.
5. The Asst. Administrative Officer, IISR, Kozhikode.
6. The Scientist-in-charge, Chelavoor/Peruvannamuzhi.
8. The Programme Coordinator-in-charge, KVK, Peruvannamuzhi.
- ✓ 7. The Coordinator, DISC, IISR, Kozhikode, for putting in the IISR Web-site.

## ANNUAL IMMOVABLE PROPERTY RETURN

Statement of immovable property for the year

1. Name of the officer (in full) and service to which the officer belongs :

2. Present post held :

3. 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 purchase, 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					

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 up. Note -The declaration form is required to be filled in and submitted 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.