

Instructions for filling the proforma for Annual Property Return

Sl. No./ Field No.	Instructions
2	Type of Property: Housing/Co-operative society Flat/ other buildings or Lands/Built up land and/or house, shop etc.
3	Full details about location viz. Flat/House no./Municipal authority details/allotted No., if any/, Street/Village, Taluk, District and State in which the property situated and any relevant details like landmark etc of the property.
4	Total area of Land and/or House/Flat etc.
5	Nature of land i.e. whether the property is residential land or commercial or agricultural land. Further the nature of ownership viz., whether it is on freehold/leasehold land etc.
6	Whether applicant's extent of interest/ stake/ share in the property is in full or parts i.e. the details of share-holding in property (to be provided in percentage). To elaborate, in case of partial interest, extent of such interest (of each share-holder) must be indicated or in case of multiple ownership of the property, the specific share of each member may be given.
7	Ownership of the property, in case transaction is not exclusively in the name of the Government/Council servant, specific particulars of ownership(s), relationship with the Government/Council servant is to be mentioned.
8	Exact date of acquisition is to be mentioned.
9	Refer Note-1 below proforma. (i) The details should mention mode of acquisition i.e whether acquired through Purchase/ Lease/ Mortgage/ Inheritance/ Gift or otherwise. (ii) Further full name and address of the Seller(s)/from whom acquired/inherited must be mentioned. (iii) Beside above, did the applicant and/or his family members have any dealings with the party (seller) in his/her official capacity at any time, or is the applicant likely to have any dealings with him in the near future? Write the answer in YES or NO. If yes, full details (of official dealings/anticipated dealings) should be given.
10 (a)	Refer Note-2 below proforma. Purchase price of the property (Market value in the case of gifts).
10 (b)	Present market value/approximate value of the property.
11	Details of sanction (in those cases where government servant was having official dealing with seller) for acquisition or prior intimation of transaction (if no official relationship) obtained/given at the time of the Property under Rule 18 of CCS(Conduct) Rules, 1964. The details should mention the date of sanction/intimation as well as other particular sanction OM no. and details of name/designation of the authority (including address) of the said prescribed authority. The Prescribed Authority means, authority prescribed under CCS(Conduct) Rules, 1964.
12	Total annual income from the property
13	Any other relevant details (if not provided in any other column which Government servant would like to mention) is to be given in the remarks column

प्रपत्र
FORM

विबर को समाप्त होने वाले वर्ष हेतु अचल संपत्ति का विवरण
STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR ENDING DECEMBER'

अधिकारी का नाम

Name of Officer

वर्तमान वेतन

Present Pay

वर्तमान धारित पद

Present Post held

सीएसआईआर में कार्यभार ग्रहण करने की तारीख

Date of Joining CSIR

क्रम सं. S. No.	संपत्ति का विवरण Description of Property	निश्चित स्थान (जिला, मंडल, तालुक और गांव का नाम जिसमें संपत्ति स्थित है और संपत्ति का विशिष्ट नंबर आदि) Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	निश्चित स्थान (जिला, मंडल, तालुक और गांव का नाम जिसमें संपत्ति स्थित है और संपत्ति का विशिष्ट नंबर आदि) Area of land (in case lands & buildings	भू-संपत्ति के मामले में भूमि का स्वरूप Nature of land in case of landed property	व्याज की सीमा Extent of interest	यदि संपत्ति अपने नाम से नहीं है तो बताएं कि किसके नाम से है तथा उससे सरकारी कर्मचारी का संबंध, यदि कोई है ? If not in own name, state in whose name held & his/her relationship, if any to the Govt. Servant	अधिग्रहण की तारीख Date of acquisition	संपत्ति कैसे अर्जित की है ? (क्या खरीदी गई, पट्टे पर ली गई, बंधक, उत्तराधिकार, उपहार अथवा किसी अन्य स्रोत से ली गई) तथा उस व्यक्ति का नाम जिससे अर्जित की गई (संबंधित व्यक्ति/ व्यक्तियों का पता एवं सरकारी कर्मचारी से संबंध, यदि कोई हो) कृपया नीचे नोट - 1 देखें । How acquired ? (Whether by purchase, lease, mortgage, inheritance, gift or otherwise) and name of persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned) Please see Note 1 below	संपत्ति का मूल्य Value of the Property		निर्धारित प्राधिकारी, यदि कोई हो, की स्वीकृति का विवरण Particulars of sanction of prescribed authority, if any	संपत्ति से कुल वार्षिक आय Total Annual income from the property	टिप्पणियां Remarks
									खरीद मूल्य (कृपया नीचे नोट- 2 देखें) Purchase Value (see Note 2 below)	वर्तमान मूल्य Present Value			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10a.	10b.	11.	12.	13.

तारीख/Date

हस्ताक्षर/Signature

नोट 1 - कॉलम 9 हेतु, 'पट्टे पर ली गई' शब्द से अभिप्राय अचल संपत्ति को वर्ष दर वर्ष अथवा एक वर्ष से अधिक किसी अवधि हेतु पट्टे पर लेने अथवा वार्षिक किराये पर रिजर्व रखने से होगा। तथापि, जहां अचल संपत्ति किसी ऐसे व्यक्ति से पट्टे पर प्राप्त की गई जिससे सरकारी कर्मचारी का अधिकारिक तौर पर संबंध है, ऐसे पट्टे को चाहे पट्टे की अवधि कम हो अथवा ज्यादा, किराए के भुगतान की आवश्यकता के बावजूद कॉलम में दर्शाया जाए।

Note 1 - For purpose of Column 9, the term lease would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

नोट 2 - कॉलम 10 में निम्नांकित दर्शाएं -

- क) जहां संपत्ति खरीद, बंधक अथवा पट्टे पर अर्जित की गई हो, तो ऐसे अधिग्रहण हेतु अदा किया गया मूल्य अथवा प्रीमियम ;
ख) जहां यह पट्टे पर अधिग्रहित की गई हो, तो इसका कुल वार्षिक किराया भी ; तथा
ग) जहां अधिग्रहण उत्तराधिकार, उपहार अथवा अदली द्वारा किया गया हो, तो ऐसी अधिग्रहित संपत्ति का अनुमानित मूल्य
- Note 2 - In Column 10 should be shown -
a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition ;
b) Where it has been acquired by lease, the total annual rent thereof also ; and
c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.