

No.4-10(39)/2025-HR-II

27/01/2025

Dated _____

From

The Joint Secretary(Admn.)

To

The Directors/ Heads of all National Labs/Instts. of CSIR

Sub: Submission of annual property returns for the year ending 2024 by Group 'A' & 'B' officers under Rule 18(1)(ii) of CCS (Conduct) Rules, 1964 – Reg.

Madam/Sir,

Kind attention is invited to circular letters no. 15-4/33/85-O&M (Vol. IV) dated 04.12.2024 and 09.01.2025 of CVO, CSIR on the above mentioned subject (copies enclosed for ready reference).

In this regard, it is stated that the Annual Immovable Property Returns for the year 2024 of all the employees in Group A and B are mandatorily required to be submitted latest by 31.01.2025. Further, as directed in the above mentioned circulars, the copies of the APR statement of Directors and the Sr. CoA/CoA/AO of the Lab./Instt. for the year 2024 are also required to be forwarded to the CVO, CSIR within the stipulated timeline.

Accordingly, all CSIR Labs./Instts. are requested to adhere to the instructions issued by DoPT on this subject and ensure strict compliance of the instructions issued vide circular letters of CVO, CSIR mentioned above.

Yours faithfully,

(Purnima Arora)
Deputy Secretary

Copy to:

1. O/o DG, CSIR, New Delhi
2. O/o JS (Administration), CSIR, New Delhi
3. Deputy Secretary (Central Office), CSIR Headquarters, New Delhi
4. Deputy Secretary, CSIR Complex, Pusa, New Delhi (through mail)
5. Controller of Administration, Human Resource Development Centre, Ghaziabad (through mail)
6. Sr. CoAs/CoAs/AOs of all the National Labs./Instts. of CSIR (through mail)
7. Head, IT, CSIR (through mail) – To make this circular available on the website of CSIR
8. Office copy



Phone : 23710519
Fax : (91-11) 23730937, 23730682
E-mail : cvo@csir.res.in

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

संख्या 15-4/33/85-O&M (Vol. IV)
No.

9th January, 2025

प्रेषक

From

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

REMINDER

To

✓ The Directors/ Heads of all National Laboratories / Institutes of CSIR

Subject: - Submission of annual property returns for the year ending 2024 by Group 'A' & 'B' officers under Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964 – furnishing of Certificate – Reg.

Sir / Madam,

Please refer our letter of even number dt. 4th December-2024 (copy attached) vide which the Labs/Institutes have been instructed to complete and obtain the properly filled Annual Property Return (APR) Statements for the year ending 2024 of Group 'A' & 'B' officers latest by 31.01.25. The copies of the APR Statements for the Year ending 2024 of Director and the Sr. CoA/CoA/AO of the Labs/Institutes duly self attested by the officials to be forwarded to this office by 15.02.25 and must also send the certificate of the receipt of all APR statements to this office by 15.02.25.

Therefore, the copies of the APR statement for the 2024 of Director and the Sr. CoA/ CoA/ AO. the Lab/ Instts duly self-attested by the officials to be forwarded to this office by 15.02.2024 after proper scrutiny and must also send the certificate of the receipt of all other Gr 'A' and Gr 'B' officers' APR statements to this Office by 15.02.2025.

Accordingly, all CSIR labs/ Instts should take cognizance of the above directions for strict compliance.

Yours faithfully,

(Dr. PK Dutta)

Chief Vigilance Officer

Copy to :

1. O/o DG, CSIR, New Delhi
2. O/o JS (Administration), CSIR, New Delhi
3. Deputy Secretary (Central Office), CSIR Headquarters, New Delhi
4. Deputy Secretary, CSIR Complex, Pusa, New Delhi (through mail)
5. Controller of Administration, Human Resource Development Centre, Ghaziabad (through mail)
6. Sr. CoAs/ CoAs/ AOs of all the National Labs/ Instts of CSIR (through mail)
7. Head, IT, CSIR (through mail) - To make this circular available on the website of CSIR.
8. Office copy



Phone : 23710519
Fax : (91-11) 23730937, 23730682
E-mail : cvo@csir.res.in

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

संख्या

No. 15-4/33/85-O&M (Vol. IV)

प्रेषक

From

मुख्य सतर्कता अधिकारी

Chief Vigilance Officer

✓ The Directors/ Heads of all National Laboratories / Institutes of CSIR

Dated : 4th December, 2024

Subject:- Submission of annual property returns for the year ending 2024 by Group 'A' & 'B' officers under Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964 – furnishing of Certificate – Reg.

Sir / Madam

I have to say that in accordance with Rule 18(1)(ii) of CCS (Conduct Rules, 1964) as made applicable to the Council employees, the officers holding Group 'A' and 'B' posts are required to submit the complete annual immovable property details for the year 2024.

In this regard, the copies of the Annual Property Return statement for the 2024 of Director and the Sr. CoA/ CoA/ AO duly self-attested by the officials to be forwarded to this office by 15.02.2024 after proper scrutiny. The APR proforma (copy with instructions attached) to be properly filled and avoid using "no change" and "same as before" in the APR details.

Further, the Lab/ Instt must obtain the completely and properly filled APR statements for the year ending 2024 of other Gr 'A' and Gr 'B' officers latest by 31.01.2025 and must send the certificate of the receipt of all APR statements to this Office by 15.02.2025.

In addition, the guidelines issued by Department of Personnel and Training, Government of India vide its Office Memorandum no. 11012/11/2007 - Estt. A dated 27.09.2011, which was endorsed by CSIR letter no. 15-6 (82) / 98-O & M-II dated 15.01.2013, also to be brought to the notice of all concerned.

Accordingly, all CSIR labs / Instts should take cognizance of the above directions for strict compliance.

Yours faithfully,

(Dr. PK Dutta)
Chief Vigilance Officer

Copy to :

1. O/o DG, CSIR, New Delhi
2. O/o JS (Administration), CSIR, New Delhi
3. Deputy Secretary (Central Office), CSIR Headquarters, New Delhi
4. Deputy Secretary, CSIR Complex, Pusa, New Delhi (through mail)
5. Controller of Administration, Human Resource Development Centre, Ghaziabad (through mail)
6. Sr. CoAs/ CoAs/ AOs of all the National Labs/ Instts of CSIR (through mail)
7. Head, IT, CSIR (through mail) - To make this circular available on the website of CSIR.
8. Office copy



Phone : 23710519
Fax : (91-11) 23730937, 23730682
E-mail : cvo@csir.res.in

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

संख्या

No.

प्रेषक 15-4/33/85-ओ एंड एम(वॉल्यूम IV)

दिनांक: 4th दिसम्बर, 2024

From

मुख्य सतर्कता अधिकारी

Chief Vigilance Officer

To ✓ सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक/प्रमुख

विषय:- केंद्रीय सिविल सेवा (आचरण) नियम, 1964 के नियम 18(1)(ii) के तहत समूह 'क' तथा 'ख' के अधिकारियों द्वारा वर्ष हेतु संपत्ति विवरणों का प्रस्तुतीकरण-प्रमाण पत्र भेजने हेतु.

महोदय/महोदया,

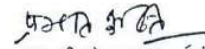
मुझे यह कहना है कि परिषद् के अधिकारियों/कर्मचारियों पर लागू केंद्रीय सिविल सेवा (आचरण) नियमावली, 1964 के नियम 18(1)(ii) के तहत समूह 'क' तथा 'ख' के सभी अधिकारियों/कर्मचारियों को वर्ष 2024 का वार्षिक अचल संपत्ति विवरण प्रस्तुत करना है।

इस सम्बन्ध में संस्थानों/प्रयोगशालाओं के निदेशक तथा वरिष्ठ प्रशासन नियंत्रक/ प्रशासन नियंत्रक/ प्रशासनिक अधिकारियों द्वारा विधिवत रूप से वार्षिक संपत्ति विवरण वर्ष 2024 की सत्यापित प्रतियां उचित जांच के बाद इस कार्यालय को दिनांक 15.02.2025 तक अवश्य अद्योतित करें। 1 प्रोफोर्मा (निर्देशों के साथ प्रतिलिपि संलग्न) में वार्षिक संपत्ति का विवरण पूर्ण रूप से भरे तथा "no change" और "same as before" का प्रयोग करने से बचें तथा संस्थान/प्रयोगशाला के सभी समूह "क" तथा "ख" अधिकारियों/कर्मचारियों के वर्ष 2024 का वार्षिक संपत्ति विवरण 31.01.2025 तक स्वयं प्राप्त करें तथा सभी पावतियों का प्रमाण-पत्र अधोहस्ताक्षरी को दिनांक 15.02.2025 तक प्रेषित करें।

इसके अतिरिक्त कार्मिक तथा प्रशिक्षण विभाग, भारत सरकार के कार्यालय जापन स. 11012/11/2007-Estt. A दिनांक 27.09.2011, जिसे सीएसआईआर के पत्र स. 15-6(82)/98-ओ एंड एम-॥ दिनांक 15.01.2013 के द्वारा पृष्ठांकित किया गया था, द्वारा जारी किये गए दिशा- निर्देश भी सभी संबंधितों के संज्ञान में पुनः लायें।

तदनुसार, सभी सीएसआईआर प्रयोगशालाएं/संस्थान उपरोक्त निर्देशों का संज्ञान लें तथा सख्ती से अनुपालन करें।

भवदीय,


(डॉ. पी. के. दत्ता)

मुख्य सतर्कता अधिकारी

प्रतिलिपि :

1. कार्यालय महानिदेशक, सीएसआईआर, नई दिल्ली
2. कार्यालय संयुक्त प्रशासन, सीएसआईआर, नई दिल्ली
3. उप सचिव (के.का.), सीएसआईआर मुख्यालय, नई दिल्ली
4. उप सचिव, सीएसआईआर कॉन्फ्लेक्स, पूसा, नई दिल्ली (मेल के माध्यम से)
5. प्रशासन नियंत्रक, मानव संसाधन विकास केंद्र, गाजियाबाद (मेल के माध्यम से)
6. सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के वरिष्ठ प्रशासन-नियंत्रक/प्रशासन नियंत्रक/प्रशासनिक अधिकारी (मेल के माध्यम से)
7. प्रमुख, आई. टी., सीएसआईआर-सीएसआईआर की वेबसाइट पर इस परिपत्र को उपलब्ध करने हेतु। (मेल के माध्यम से)
8. कार्यालय प्रति



Phone : 23710519
Fax : (91-11) 23730937, 23730682

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

स्पीड पोस्ट/दस्ती

15 जनवरी, 2013

संख्या 15-6(82)/98-ओ एंड एम - II

No.

प्रेषक

From

मुख्य सतर्कता अधिकारी

Chief Vigilance Officer

To सीएसआईआर के सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक/प्रधान
The Directors/Heads of all National Labs./Instts. of CSIR

Sub: Guidelines regarding grant of 'Vigilance Clearance'.

महोदय,

मैं आपकी सूचना, मार्गदर्शन एवं आवश्यक कार्यवाही हेतु उपरोक्त विषय पर भारत सरकार, कर्मिक, लोक शिकायत तथा पेंशन मंत्रालय (कर्मिक और प्रशिक्षण विभाग) द्वारा दिनांक 27 सितम्बर, 2011 के कार्यालय ज्ञापन सं. 11012/11/2007-Estt.(A) को अद्योषित कर रही हूँ। कृपया इसकी प्रति सभी सम्बन्धित अधिकारियों को प्रदान की जाए। उपर्युक्त उल्लेख कार्यालय ज्ञापन, सीएसआईआर के परिपत्र अनुक्रमांक सं. 401, क्रम सं. 15-6(82)/98-O&M-II दिनांक 17.06.2008 के साथ पढ़ा जाए।

I am to forward herewith a copy of the Office Memorandum No. 11012/11/2007-Estt.(A) of the Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Deptt. of Personnel and Training) dated 27th September, 2011 on the subject cited above for your information, guidance and necessary action, with a request that the copies of the same may kindly be provided to all concerned. The above cited OM may be read along with CSIR Circular No 401 No.15-6(82)/98-O&M-II dated 17/06/2008.

भवदीया,

26.1.13

(सुषमा सिंह)

मुख्य सतर्कता अधिकारी

संलग्न : यथोपरि

प्रतिलिपि :

1. सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के वरिष्ठ प्रशा. नियंत्रक / प्रशा. नियंत्रक/प्रशा. अधिकारी
2. महा निदेशक कार्यालय
3. संयुक्त सचिव (प्रशासन) कार्यालय
4. वरिष्ठ उप सचिव (म.सं.)
5. उप सचिव (के. कार्यालय / म.सं.-I)
6. वरिष्ठ उप सचिव, सीएसआईआर कॉम्प्लैक्स
7. सूचना प्रौ. प्रभाग, सीएसआईआर वेबसाइट पर प्रसारित करने हेतु

No. 11012/11/2007-Estt.A
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, Dated 27th September, 2011


OFFICE MEMORANDUM

Subject: Guidelines regarding grant of 'Vigilance Clearance' to members of Central Civil Services / Posts.

The undersigned is directed to say that it has been decided by the Government that officers who have not submitted the Annual Immovable Property Returns by the prescribed time would be denied vigilance clearance and will not be considered for empanelment for senior level posts in Government of India.

2. Accordingly, in this Department's OM No. 11012/11/2007-Estt.A dated 14.12.2007, laying down guidelines regarding grant of vigilance clearance to members of Central Civil Services / Posts, in para 2 a new sub-para (f) will be inserted as under:

(f) Vigilance clearance shall be denied to an officer if he fails to submit his annual immovable property return of the previous year by 31st January of the following year, as required under Government of India decisions under Rule 18 of the Central Civil Services (Conduct) Rule, 1964.


(U.S. Chattopadhyay)
Under Secretary to the Government of India

All Ministries / Departments

Copy to:

1. Prime Minister's Office (w.r.t. their I.D. No. 600/31/C/33/2011-ES2, dated 15.03.2011)
2. Cabinet Secretariat
3. Secretary, CVC
4. UPSC
5. C&AG
6. ☒ NIC (DOP&T Cell) with the request to upload this O.M. on the website of DOP&T.

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 shareholder) 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

दिसबर को समाप्त होने वाले वर्ष हेतु अवल 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

क्र.सं. S. No.	संपत्ति का विवरण Description of Property	निर्दिष्ट स्थान (जिला, मंडल, तालुक और गांव का नाम जिसमें संपत्ति स्थित है और संपत्ति का विविष्ट नगर आदि) Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	निर्दिष्ट स्थान (जिला, मंडल, तालुक और गांव का नाम जिसमें संपत्ति स्थित है और संपत्ति का विविष्ट नगर आदि) Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	भू-संपत्ति के मामले में भूमि का स्वरूप Nature of land in case of landed property	यात्रा की सीमा Extent of interest	यदि संपत्ति अपने नाम से नहीं है तो बताएं कि किसके नाम से है तथा उससे संपत्ति की संबंधिता 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, बचक, उत्तराधिकार, उपहार अथवा किसी अन्य स्रोत से ली गई) तथा उस व्यक्ति का नाम जिससे अर्जित की गई (संपत्ति 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	टिप्पणीयाः 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

टि 1 - कॉलम 9 हेतु, 'पट्टे पर ली गई' शब्द से अभिप्राय अवल 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 अवल संपत्ति किसी ऐसे व्यक्ति से पट्टे पर प्राप्त की गई जिससे सरकारी कर्मचारी का आधिकारिक तौर पर संबंध है, ऐसे पट्टे को घाटे की अवधि कम हो अथवा ज्यादा, किराए के भुगतान की आवधिकता के बावजूद कॉलम में दर्शाया जाए।

नोट 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.

टि 2 - कॉलम 10 में निम्नांकित दर्शाएं -

क) जहां संपत्ति खरीद, बचक 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 अदला बदली द्वारा किया गया हो, तो ऐसी अधिग्रहित संपत्ति का अनुमानित मूल्य

नोट 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