

सीएसआईआर-राष्ट्रीय धातुकर्म प्रयोगशाला

जमशेदपुर-831007


सं.6-9(131)/2005-स्था-III

दिनांक: 01/01/2021

कार्यालय ज्ञापन

विषय:- 'अचल संपत्ति' का वार्षिक विवरण प्रस्तुत करने विषयक।

प्रयोगशाला के कर्मचारियों पर लागू केंद्रीय सिविल सेवा (आचरण) नियमावली, 1964 के नियम 18 (1) (ii) तथा सीएसआईआर के पत्र सं० 15-4/33/85-ओ एंड एम (वॉल्यूम IV) दिनांक 24/12/2020, के अनुसार 31 दिसम्बर 2020 को समाप्त वर्ष के लिए अचल संपत्ति का वार्षिक विवरण 'सीएसआईआर-रा.धा.प्र. के समूह 'क' और 'ख' के अधिकारियों/कर्मचारियों से प्राप्त किया जाना है। सातवें वेतन आयोग में लेवल 6 तथा उससे ऊपर के लेवल में आने वाले सभी समूह 'क' और 'ख' (Non-Gazetted सहित) के अधिकारियों एवं कर्मचारियों से अनुरोध है कि वे अपनी वार्षिक अचल संपत्ति संबंधी अपना विवरण स्था.-III अनुभाग में (संलग्न प्रारूप में) निश्चित रूप से दिनांक 31 जनवरी 2021 तक प्रस्तुत करें। प्रोफोर्मा में वार्षिक संपत्ति का विवरण पूर्ण रूप से भरा हो तथा उसमें "no change" और "same as before" का प्रयोग करने से बचा जाए।


(यू.के. झा) 01.01.21

प्रशासनिक अधिकारी

प्रतिलिपि:

1. सभी प्रभाग/अनुभाग प्रमुख
2. निदेशक के निजी सचिव
3. सलाहकार प्रबंधन सचिवालय
4. प्रशासन नियंत्रक के निजी सचिव
5. ई-नोटिस

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.
10 (b)	Purchase price of the property (Market value in the case of gifts). 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