

**NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING
AMRAVATI ROAD, NAGPUR-440033**

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F.No. 20613/28

Date: 20.01.2014

Subject:- Annual Returns of Immovable Property for the year 2013 as on 01.01.2014-reg.

Sir,

I am directed to enclose herewith a copy of the format of Statement on Immovable Property as on 01.01.2014 as per Rule 18 (1) of CCS (Conduct) Rules, 1964. It is therefore requested to please circulate the same to all Group 'A' and 'B' Officers/Officials (in the Grade Pay Rs.4200/- and above) of your Division/Centre/Section and advise them to submit the said proforma duly filled in all respect by 31.01.2014.

While furnishing the return, it may also be ensured that usage of phrases such as 'as same as previous' or 'no change' are not used and full particulars of the immovable property inherited/owned/acquired or held are furnished.

All Heads of Divisions/Regional Centres/In-charges are, therefore, requested that the contents of this letter may be brought to the notice of all Group 'A' and 'B' Officers/Officials working under their control. They should also ensure that the Immovable Property Returns for the year 2013 (as on 01.01.2014) is submitted within the stipulated time i.e. 31.01.2014 by all the concerned Officers/Officials and sent to this Bureau latest by 15.02.2014.

Bhawan
20/1/14
Administrative Officer

Distribution:-

1. The Head, Regional Centre, NBSS&LUP, Bangalore/ Kolkata/ New Delhi/ Udaipur/ Jorhat for necessary action at the centre.
2. The Head, Division of SRS/ LUP/ RSA, NBSS&LUP, HQrs, Nagpur.
3. The I/c, PME Cell/ GIS Section/ Cartography Section/ L&D Unit/ S&P Unit, NBSS&LUP, Nagpur
4. The Incharge, Printing Section, NBSS&LUP, New Delhi.
5. The Chief Administrative Officer, NBSS&LUP, Nagpur.
6. The Sr. Finance & Accounts Officer, NBSS&LUP, Nagpur.
7. The Administrative Officer (Store), NBSS&LUP, Nagpur.
8. The PS to Director, Nagpur.

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STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2013 AS ON 01.01.2014

1. Name of the officer (in full) and the service to which the officer belongs : _____
2. Designation : _____
3. Date of Birth : _____
4. Present Pay : _____

Name of the Distt. Sub Division, Taluka & Village in which property is situated	Name and details of the property Housing, lands, other building	*Present Value	If not in own name state in whose name held & his/her relationship with Govt. servant	How acquired whether by purchase, **lease, mortgage Inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired	Annual income from the property	Remarks indicate ICAR/(NBSS&LUP, Nagpur letter No. & date in which permission accorded)

SIGNATURE: _____
DATE: _____

Notes:

1. *In case where it is not possible to assess the value accurately the approximately value in relation to present conditions may be indicated.
2. **Includes short terms lease also.
3. The declaration form is required to be filled in and sub mitted 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 dependent on Government servant.
4. The wording 'no change' or 'no addition' or 'as in the previous year' should be avoided and full details provided.
The colums should be filled up neatly in capital letters.