

ANNUAL IMMOVABLE PROPERTY RETURN

STATEMENT OF IMMOVABLE PROPERTY AS ON(eg. Lands, House, Shops, Other Buildings, etc.)

Sl. No.	Description of property	Precise location (Name of District, Division, Taluk & Village in which the property is situated and also its distinction number, etc.)	Area of land (in case of land and building)	Nature of land (in case of landed property)	Extent of interest	If not in own name, whose name held and his/her relationship, if any to the Institute employee
1	2	3	4	5	6	7

Date of acquisition	How acquired (whether by purchase, mortgage, lease inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Institute employee, if any, with the person/persons concerned) Please see Note 1 on the next page	Value of the property (see Note 2 on the next page)	Particulars of sanction of prescribed authority, if any	Total annual income from the property	Remarks
8	9	10	11	12	13

Name : _____ I.D No.: _____ Signature: _____

Department & Designation: _____ Date: _____

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 Institute employee, 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.

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.

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 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.