

**National Institute of Science Communication And Information Resources,
Dr. K.S. Krishnan Marg, New Delhi – 110012
14, Satsang Vihar Marg, New Delhi-110067**

No.2(Prop)/97

15th January, 2015

CIRCULAR

All employees of the Institute (Group 'A' & 'B' posts) are requested to submit their Annual Property Return in the prescribed proforma as held on 31.12.2014 on lease or mortgage either in their own name or in the name of members of their family, latest by 25.1.2015.

While furnishing details of the immovable property, it may be kept in view that the acquisition/disposal thereof for a consideration through power of Attorney effects defector transfers of possession of the immovable property and therefore, such transactions made by the Govt. (Council) servants should invariably be included while furnishing the proforma information.

It is however, mentioned that while filing the Return a number of officers have been found using the words such as "*No change*" or "*Same as before*" which is creating difficulty at the time of scrutiny of the returns. Therefore all the officers concerned are requested to avoid the above wordings while filing their Returns and give the complete details latest by 25.1.2015 as the *date of submission is also to be reflected in the individual's ACR/APAR and vigilance clearance.*

Further, it is informed that DoPT vide OM No.11012/11/2007-Estt.A dated 27.9.2011 as endorsed by CSIR vide circular no. 15-6(82)/98-O&M-II dated 15.1.2013 provides that "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.


(K S Gaira)

Section officer (vig.)

Copy to:

1. **All Div./Sec. Heads** with the request kindly to **bring it to the notice of members of their staff** for information and compliance.
2. All Notice Boards
3. Head, IT for posting on NISCAIR websites
4. PS to Director
5. PS to COA

राष्ट्रीय विज्ञान संचार एवं सूचना स्रोत संस्थान
 NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND INFORMATION RESOURCES
 डा. के.एस. कृष्णन् मार्ग, नई दिल्ली - 110 012/Dr.K.S. Krishnan Marg New Delhi 110 012
 14, सत्संग विहार मार्ग, नई दिल्ली - 110 067/ 14, Satsang Vihar Marg New Delhi: 110 067

प्रथम नियुक्ति के समय/31 दिसम्बर _____ को अचल संपत्ति का ब्यौरा (भूमि, रिहायशी मकान, दुकान तथा अन्य इमारतें आदि)
 Statement of immovable property on first appointment as on the 31st December ____ (e.g., Lands, House, Shops, Other Buildings, etc.):

संस्थान का नाम/Name of the Institute: _____
 अधिकारी का पूरा नाम/Name of the Officer (in full): _____
 वर्तमान पद/Present post held: _____

क्रम सं./ s.No.	संपत्ति का विवरण/ Description of Property	स्थिति (उस जिले, उपमंडल, तहसील और गांव का नाम जिसमें संपत्ति है तथा इसके निर्दिष्ट सं. इत्यादि भी लिखें)/Precise location (Name of District, Division, Taluka and Village in which the property is situated and also its distinctive number, etc.	भूमि क्षेत्रफल (भूमि तथा रिहायशी इमारतों के संबंध में)/Area of land (in case of land and buildings)	भूमि संपत्ति के किस में भूमि की प्रकृति/Nature of land in case of landed property	ब्याज की सीमा/ Extent of interest	यदि अपने नाम पर नहीं है तो उस व्यक्ति का नाम जिसके नाम पर है तथा सरकारी कर्मचारी से उस व्यक्ति का संबंध/If not in own name, state in whose name held and his/her relationship, if any to the Government servant
1	2	3	4	5	6	7

दिनांक/Date of acquisition	अचल संपत्ति खरीदने, पट्टे पर लेने, विरासत या उपहार में मिली अथवा संपत्ति जिस व्यक्ति/व्यक्तियों से ली, उनका विवरण लिखें (पता तथा संबंधित व्यक्ति/व्यक्तियों का सरकारी कर्मचारी से संबंध) कृपया सूचना 1 देखें/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 Government servant, if any, with the person/persons concerned) Please see note 1 below	संपत्ति का मूल्य (सूचना 2 देखें)/Value of the property (see note 2 below)	यदि कोई भी नियंत्रित प्राधिकारी की संस्तुति का अधीन/Particulars of sanction of prescribed authority, if any	संपत्ति से कुल वार्षिक आय/Total Annual Income from the property	Remarks
8	9	10	11	12	13

दिनांक/Date _____

हस्ताक्षर/Signature _____

नॉ 1.- कॉलम 9 के लिए शब्द पट्टे पर ली अर्थ अचल संपत्ति का वर्ष दर का पट्टा अथवा एक वर्ष से अधिक अथवा वार्षिक किराये से है। जहां, यद्यपि अचल संपत्ति का पट्टा उस व्यक्ति से लिया गया है जिसका सरकारी कर्मचारी से कार्यालयी संबंध है, तो वह पट्टा भी इस कॉलम में दिखाया जाना चाहिए चाहे वह अल्तावधि अथवा दीर्घावधि पर है तथा किराये के भुगतान की अवधि भी लिखें/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.

नॉ 2.- कॉलम 10 में निम्नलिखित विवरण प्रदर्शित करें/ In column 10 should be shown:

- (अ) क्रय, रेहन, पट्टे पर ली गई संपत्ति के केस में ऐसे अधिग्रहण के लिए भुगतान किया गया मूल्य अथवा प्रीमियम/Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition;
- (ब) यदि पट्टे पर ली गई है तो उसका कुल वार्षिक किराया/Where it has been acquired by lease, the total annual rent thereof also; and
- (स) विरासत, उपहार अथवा बदले में मिली संपत्ति के केस में ऐसी संपत्ति का अनुमानित मूल्य/Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.