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F.No.1-2/2021-Vig
Government of India
National Archives of India
Janpath, New Delhi-110001

24 JAN 2021

Dated the _____

CIRCULAR

Subject: Immovable Property Return for the year 2020 ; furnishing of details – reg

All Group 'A' and 'B' (Gazetted & Non-Gazetted) officers of National Archives of India are informed to furnish details of their immovable property for the year 2020, indicating the position as on 31st Dec, 2020, on or before 31st January 2021.

The full particulars of the existing immovable property held by the government servants have to be submitted in the prescribed format in terms of Rule 18(1)(ii) of the CCS (Conduct Rules), 1964. Further it has been noticed that some of the officers not yet submitted annual property return for the year 2019 they are again directed to submit annual property return earlier as soon as possible. The format of submission of return is enclosed for ready reference.

Syed Farid Ahmad

(Syed Farid Ahmad)

Vigilance Officer & Deputy Director of Archives

Copy to:

- All ADAs
- P.A. to DGA
- P.A. to DDA (F)
- Regional Office, Bhopal
- All Regional Records Centres
- All Sections
- Notice Board
- Computer Section (for uploading it on website)

जारी किया	_____
Issued	_____
प्रेषक सं.	_____
Disp. No.	_____
तिथि	_____
Date	_____

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STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR _____

FORM

AS ON _____.

1. Name of the officer (in full) : _____
& Service to which the officer belongs
2. Present Post held _____

Pay (pay band & Grade pay): _____

Date of Birth: _____

Name of District, Sub-Division Taluka and Village in which Property is situated	Land & Details of Property			Present Value *	If not is own name state in whose name held and his/her relationship to the Government Servant	How acquired whether by purchase, lease**, mortgage, inheritance gift or otherwise with date of acquisition and name with details of person/persons from whom acquired	Annual Income from property	Remarks; Please indicate details of permission obtained from department
	Housing	Land	Present Value *					
1	2	3	4	5	6	7	8	

Place :

Signature of Govt. Servant

Date:

In applicable clause to be struck out.

* *In case where it is not possible to assess the value accurately the approximate given value in relation to present condition may please be indicated.*

** *Includes short term lease also.*