

CSIR – Central Electronics Engineering Research Institute, Pilani

No. 1(35)/2013-Vig.

Date: 19.12.2023

OFFICE MEMORANDUM

Sub: Timely submission of Annual Property Return for the year 2023 by Group 'A' & 'B' officers – reg.

Department of Personnel and Training has been issuing instructions on filing of Annual Immovable Property Return of the previous year latest by 31st January of the following year, by the members of Central Civil Services/Posts, as required under Rule 18 of CCS (Conduct) Rules, 1964. Sub-rule 1(ii) of Rule 18 of the CCS (Conduct) Rules, 1964 stipulates that "Every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

DOPT OM No. 11013/17/2023-PP-A.III dated 14.07.2023 endorsed by CSIR vide its circular No 5-1(592)/2018-PD dated 04.09.2023 on the above-mentioned subject is brought to the notice of all concerned for information and strict compliance. In accordance with ibid OM dated 14.07.2023 and rule 18(1)(ii) of CCS (Conduct) Rules, 1964 as made applicable to the Council Employees, the officers holding Group 'A' and 'B' posts are required to submit the complete annual immovable property details for the year 2023 latest by 31.01.2024 invariably. The Annual Property Return (APR) proforma (available on CEERI website) is to be properly filled and avoid using "no change" and "same as before" in the APR details.

In addition to above, it is also brought to the notice of all concerned the guidelines issued by DoPT vide OM No. 11012/11/2007-Estt.A dated 27.09.2011 endorsed by CSIR vide letter No. 15-6(82)/98-O&M-II dated 15.01.2013 which 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 Govt. of India decisions under rule 18 of the Central Civil Services (Conduct) Rules, 1964".

Establishment – II may ensure to place the Immovable Property Returns in public domain latest by 31st March every year. **Internal Audit** may also ensure that these instructions are being followed in letter and spirit.

All concerned are informed to submit the APR statement in **Vigilance Section** for the year 2023, latest by 31.01.2024. If any officer fails to submit his/her Annual Immovable Property Return statement for the year 2023 latest by 31.01.2024, **Vigilance Clearance shall be denied** to him/her and such failure may form good and sufficient reasons for instituting disciplinary proceedings against him.


(Jay Shankar Sharan)

Controller of Administration

Copy to:

1. All officers, Group 'A' & 'B';
2. PA to the Director/CoA/AO;
3. S.O. (Estt.-II) – Kindly ensure to place the IPRs in public domain latest by 31st March 2024
4. In-charge – Chennai/Jaipur Centre; With request to forward the original/copy of all the APRs to this Institute latest by 05.02.2024.
5. Notice Board;
6. AIT Group – With request to upload the OM on CEERI website.