



**CSIR- INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY**  
( COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH )  
**HYDERABAD**



No. CR/APAR/PR/2022

Dated: 30.12.2022

**OFFICE MEMORANDUM**

**Sub:** Submission of Annual Returns by Group A & B Officers regarding **Immovable Property** under Rule 18(1) (ii) of CCS (Conduct) Rules, 1964 for the year 2022.

**Ref :** CSIR letter No.15-4/33/85-O&M (Vol.IV) dated **30.12.2022**

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In accordance with Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964, as made applicable to the employees of CSIR, every Council Servant holding Group A or B post is required to submit an Annual Property Return giving full particulars regarding the Immovable Property inherited/ owned/ acquired or held by him / her on lease OR mortgaged either in his / her own name OR in the name of any member of his/ her family OR in the name of any other person.

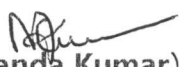
Further in pursuance of CSIR Letter No. 15-4/33/85-O&M (Vol.IV) dated 30.12.2022 all the Group A and Group B officers [**Group A: Post carrying the pay in the Pay Matrix at Level from 10 to 18 & Group B: Post carrying the pay in the Pay Matrix at Level from 6 to 9**] should submit their APRs latest by **31.01.2023** in CR/APAR Section (Room No. A213) without fail and the certificate of the receipt of all APR statements should be sent to the C.V.O. by **10.02.2023**.

However the following points may be noted before filing the APR :

- (i) All staff members of the above said categories are required to submit a property return statement even if they do not possess any immovable property stating that **"DOES NOT POSSESS ANY IMMOVABLE PROPERTY"** in the return.
- (ii) Though there is no acquisition of immovable property during the calendar year 2022, the members of staff are required to furnish full particulars of the **Immovable Property Returns held by them as on the date of 31.12.2021** instead of recording as " SAME AS LAST YEAR / NO CHANGE / SAME AS BEFORE".
- (iii) In case the staff member possesses any immovable property during the calendar year 2022, he/she is required to give a complete list of properties acquired upto 31.12.2022.

Further more all Group A & Group B officer may make note of the contents of DOPT OM dated 27.09.2011 endorsed by CSIR vide letter dated 15.01.2013 (Copy Enclosed) wherein it is stated that Vigilance clearance shall be denied in case APR is not submitted within the stipulated time.

**Note:- Property Return Forms can be downloaded from "Adminalchemy".**

  
(M. Ananda Kumar)  
(Controller of Administration)

**Copy to:**

- All Notice Boards
- Adminalchemy. ✓