

**NATIONAL INSTITUTE OF TECHNOLOGY: SILCHAR**  
**ESTABLISHMENT SECTION**

No.NITS/Estt./APR/2024-25/ 33048-80

Date: 29/01/25

**Circular**

In accordance with the provision of Rule 18(1) of the CCS (conduct) Rules 1964, all the faculty members/ Officials (belonging to Group A & Group B) of this institute are requested to furnish their Annual property Return for immovable property for the calendar year 2024 in the specific format (Attached with the circular/uploaded in the Institute's website) completed in all respect latest to the undersigned by 31<sup>st</sup> March 2025.

  
**REGISTRAR**  


Copy for information and action, where necessary to:

1. PA to Director for kind information of the Director.
2. All Deans/ Associate Deans/ HoDs/ Officers/section Heads/ IC Central Library, Health Centre, Pension Cell, Estate.
3. FIC, Website with a request to upload the above circular in the institute website.
4. All Notice Board.
5. Guard File for record.

**OFFICE COPY**

  
29/1/25

## ANNUAL IMMOVABLE PROPERTY RETURN

### Statement of immovable property for the year .....

1. Name of officer (in full) and service to which the officer belongs : .....
2. Present post held : .....
3. Present pay : .....

Name of district sub-Division, Taluk and Village in which property is situated.	Name and details of property		*Present Value	If not in own name state in whose name held and his/her relationship to the Government servant.	How acquired- Whether purchase mortgage, inheritance gift or otherwise, with date-of-acquisition and name with details of persons from whom acquired	Annual Income from the property	Remarks
	Housing and other buildings	Lands					
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>	<b>7.</b>	<b>8.</b>

Signature.....

Date.....

Inapplicable clause to be struck out.

\*In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated. Includes short-term lease also.

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 15 (3) of the Central Civil Services (Conduct) Rules, 1955, [now 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, family or in the name of any other person.

## CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

- (a) jewellery, insurance policies, the annual premia of which exceeds Rs. 42' two months' basic pay of the Government servant, shares, securities and debentures;
- <sup>30</sup>(b) all loans, whether secured or not, advanced or taken by the Government servant;
- (c) motor cars, motor cycles, horses or any other means of conveyance; and
- (d) refrigerators, radios radiograms and television sets.

### 2. "Prescribed authority" means-

- (a) (i) the Government, in the case of a Government servant holding any Group 'A' post, except where any lower authority is specifically specified by the Government for any purpose;
- (ii) Head of Department, in the case of a Government servant holding any Group 'B' post;
- (iii) Head of Office, in the case of a Government servant holding any Group 'C' or Group 'D' post;
- (b) in respect of a Government servant on foreign service or on deputation to any other Ministry or any other Government, the parent department on the cadre of which such Government servant is borne or the Ministry to which he is administratively subordinate as member of that cadre.

<sup>14</sup>Explanation II.- For the purpose of this rule '*lease*' means, except where it is obtained from, or granted to, a person having official dealings with the Government servant, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

### **1418-A. Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.-**

Notwithstanding anything contained in sub-rule (2) of Rule 18, no Government servant shall, except with the previous sanction of the prescribed authority, -

- (a) acquire, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;
- (b) dispose of, by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
- (c) enter into any transaction with any foreigner, foreign Government, foreign organisation or concern,-
  - (i) for the acquisition, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property;
  - (ii) for the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

Explanation.- In this rule "prescribed authority" has the same meaning as in Rule 18.