

NATIONAL PHYSICAL LABORATORY  
DR. K.S. KRISHNAN MARG,  
NEW DELHI – 110012

No.2/13/2013/-Vig.(PR)

Dated : 17.12.2013

C I R C U L A R

Subject : Submission of Annual Property return for the Year 2013.

In pursuance of Rule 18(1)(ii) of the CCS (Conduct) Rules 1964 as applicable to CSIR employees, all Group A and B Officers (both Gazetted and non-Gazetted) are required to submit Annual Property Return as on 31.12.2013 by giving full particulars of immovable property inherited/owned/ acquired/held by an employee on lease or mortgage basis either in their own name or in the name of any member of his/her family or in the name of any other person. The said return is to be provided in the prescribed proforma which can be obtained from Vigilance Section on all working days. All Group A & B Officers of NPL are requested to submit the return by 31<sup>st</sup> January, 2014.

The proforma is also available in NPL intranet.

( ANIL KUMAR )  
SECTION OFFICER

Copy to :

1. All Divisional/Sectional Heads
2. As per circulation list
3. All notice boards in NPL
4. PS to D,NPL
5. PS to COA
6. Head Computer Facility – with the request to place the circular and proforma in NPL intranet.

राष्ट्रीय भौतिक प्रयोगशला  
डॉ. के. एस. कृष्णन मार्ग  
नई दिल्ली-110012

संख्या. 2/13/2013 सर्तकता (पीआर)

दिनांक: 17.12. 2013

परिपत्र

विषय: वर्ष 2013 के लिए वार्षिक प्रोपर्टी रिटर्न का प्रस्तुतीकरण।

सी सी एस (आचरण) नियम 1964 के नियम 18(1) (ii) के अनुपालन में सभी ग्रुप 'ए' और 'बी' अधिकारियों, राजपत्रित एवं अ-राजपत्रित कर्मचारियों से अनुरोध है कि वे कृपया वार्षिक प्रोपर्टी रिटर्न से सम्बन्धित प्रोफार्मा (सर्तकता अनुभाग से प्राप्त किया जा सकता है) को सभी प्रकार से यथोचित भरकर जमा कर दें जिससे कर्मचारी द्वारा दिनांक 31.12.2013 तक अवल सम्पत्ति का पूरा विवरण देते हुए जो विरासत में मिली है/निजी है/अर्जित की है, पट्टे पर अथवा बंधक आधार पर अपने नाम पर अथवा अपने परिवार के किसी सदस्य के नाम पर अथवा अन्य किसी व्यक्ति के नाम पर है पूरी तरह भर कर सर्तकता अनुभाग में 31.1.2014 तक जमा कर दें।

प्रोफार्मा एन पी एल इंटरनेट पर भी उपलब्ध है।

अनील कुमार  
अनुभाग अधिकारी

प्रति:

१. सभी प्रभागाध्यक्ष/अनुभागाध्यक्ष
- २ परिचालन सूची के अनुसार
- ३ एन पी एल के सभी सूचना पट्ट
- ४ निदेशक के निजी सचिव
- ५ प्रशासन नियंत्रक के निजी सचिव
- ६ अध्यक्ष, कम्प्यूटर सुविधा से अनुरोध है कि परिपत्र एवं प्रोफार्मा को एनपीएल इंटरनेट पर डाल दें।

**NATIONAL PHYSICAL LABORATORY, DR. K.S. KRISHNAN MARG, NEW DELHI – 12**

Name ..... Designation ..... Section/Division.....Property statement for the year ending **31<sup>st</sup> Dec. 2013**

(in block letters)

I.D. No. .... Pay Scale ..... Grade Pay ..... Present Basic Pay ..... Phone No.....

SN	Discription of Property	Precise location (Name of Distt. Div.Taluk & Vill in which the property is situated and also its distinctive number etc)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in own name, state in whose name held and his/her relationship if any to the Govt. servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of persons from whom acquired (address and connection of the Govt. Servant, if any, with the person concerned) PI see note 1 below	Value of the property (see note 2 below)	Particulars of sanction of prescribed authority if any	Total Annual Income from the property
1	2	3	4	5	6	7	8	9	10	11	12

Signature with date

Note 1. For purpose of Column 9, the term “lease” would mean a lease of immovable property form 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 could be shown in this column irrespective of the term of the lease, whether it is short terms or long term and the periodicity of the payment of rent.

Note 2. In column 10 should be shown

- Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition;
- Where it has been acquired by lease, the total annual rent thereof also; and
- Where the acquisition if by inheritance, gift or exchange, the approximate value of the property so acquired.

