

**National Institute of Science Communication And Information
Resources,
Dr. K.S. Krishnan Marg, New Delhi – 110012
14, Satsang Vihar Marg, New Delhi-110067**

No.2(Prop)/97-Vig.

Dated: 07.01.2020

CIRCULAR

Sub: Submission of Immovable Property Return (IPR) for the year 2019 (as on 31.12.2019) by the NISCAIR staff / employees – reg.

All employees of the Institute (Group-A & B) are requested to submit their Annual Property Returns in the prescribed proforma latest by 17.01.2020. In this connection, employees are requested to submit their property returns giving full particulars of the immovable property inherited/owned/acquired, held by them as on 31.12.2019 on lease or mortgage either in their own name or in the name of members of their family. Soft copy of the Annual Property Return proforma is also uploaded on the CSIR-NISCAIR website, officials can download the same and after declaring all the information as sought may be handed over to vigilance section.

Further, it is again informed that DoPT OM No.11012/11/2007-Estt.A dated 27.09.2011 as endorsed by CSIR vide circular letter No.15-6(82)/98-O&M-II dated 15th January, 2013 provides that "**Vigilance clearance shall be denied to an officer if he/she fails to submit his/her annual immovable property return of the previous year by 31st January of the following year, as required under Government of India decisions under Rule 18 of the Central Civil Services (Conduct) Rule, 1964.**

All the employees are also requested that they should avoid writing as "same as previous year" or "NA/ Not Applicable".



(Veena Jain)

Controller of Administration

Copy to:

1. All the HoDs with the request to bring this to the notice of the staff of their Division/section
2. All Notice Boards
3. Hindi Unit for translation
4. PS to Director
5. PA to COA
6. Head, IT with the request to place this circular on NISCAIR website
7. Office copy