



भारतीय रासायनिक प्रौद्योगिकी संस्थान
CSIR - INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY
वैज्ञानिक और औद्योगिक अनुसंधान परिषद
(Council of Scientific and Industrial Research)
हैदराबाद / Hyderabad

No. IICT/APAR/3/2025

Date: 12.12.2025

OFFICE MEMORANDUM

Sub: Submission of APR/IPR for the year ending 2025 by Group – 'A' & 'B' Officers under Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964 – Reg.

Ref: CSIR Letter No. 15-4/33/85-O&M (Vol. IV) dated 08.12.2025.

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 / Immovable 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 cited under reference, all the Group 'A' and Group 'B' officers [Group 'A': Posts carrying the pay in the Pay Matrix at Level from 10 to 18 & Group 'B': Posts carrying the pay in the Pay Matrix at Level from 6 to 9] should file the APR/IPR through IPR Module in the eHRMS Portal and also should submit their duly filled in and signed APRs in the prescribed format (which can be downloaded from Adminsalchemy) to the APAR Section latest by 31.01.2026. The IPRs submitted after 31.01.2026 will not be accepted.

However, the following points may be noted before filing the APR/IPR:

- (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 "NIL" in the return.
- (ii) Though there is no acquisition of immovable property during the calendar year 2025, the members of staff are required to furnish full particulars of the Immovable Property Returns held by them as on the date of 31.12.2025 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 2025, he/she is required to give a complete list of properties acquired up to 31.12.2025.

Furthermore, all Group 'A' & Group 'B' Officers 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/IPR is not submitted within the stipulated time.


(P. Shyam Sundar)
(Administrative Officer)

Copy to:

1. All Notice Boards.
2. Adminsalchemy.



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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
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COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

15-4/33/85-O&M (Vol. IV)

Dated : December 8, 2025

संख्या

No.

प्रेषक

From

मुख्य सतर्कता अधिकारी

Chief Vigilance Officer

To

The Directors/ Heads of all National Laboratories / Institutes of CSIR

Subject: Submission of annual property returns for the year ending 2025 by Group 'A' & 'B' officers under Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964 – furnishing of Certificate – Reg.

Sir / Madam

I have to state that, in accordance with Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964, as made applicable to Council employees, officers holding Group 'A' and 'B' posts are required to submit their complete annual immovable property details for the year 2025.

In this regard, copies (print outs in case submitted through the e-HRM portal) of the Annual Property Return (APR) statements for 2025 of the Director and the Sr. CoA/CoA/AO—duly self-attested by the officials, are to be forwarded to this office by **15.02.2026** after proper scrutiny. The APR proforma (copy with instructions enclosed) should be filled in properly, and the use of phrases such as "no change" or "same as before" should be avoided.

Further, the Lab/Institute must obtain completely and properly filled APR statements for the year ending 2025 from all other Group 'A' and Group 'B' officers latest by 31.01.2026, and must send a certificate of receipt to this office by **15.02.2026** in the format "No. of Group A & B officers....., No. of Group A & B officers submitted the APR till 31.01.26..... & No. of APRs scrutinized by the lab/Instt.....".

In addition, the guidelines issued by the Department of Personnel and Training, Government of India, vide Office Memorandum No. 11012/11/2007-Estt. A dated 27.09.2011, as endorsed by CSIR letter No. 15-6(82)/98-O&M-II dated 15.01.2013, should also be brought to the notice of all concerned. Accordingly, all CSIR Labs/Institutes are advised to take cognizance of the above directions for strict compliance.

This issues with the approval of CVO, CSIR.

Yours faithfully,

(Raghubar Prasad)
Sr.SE(Vigilance)

Copy to:

1. O/o DG, CSIR, New Delhi
2. O/o JS (Administration), CSIR, New Delhi
3. Deputy Secretary (Central Office), CSIR Headquarters, New Delhi
4. Sr. CoAs/ CoAs/ AOs of all the National Labs/ Instts of CSIR (through mail)
5. Head, IT , CSIR (through mail) - To make this circular available on the website of CSIR.
6. Office copy

Instructions for filling the proforma for Annual Property Return

Sl. No./ Field No.	Instructions
2	Type of Property: Housing/Co-operative society Flat/ other buildings or Lands/Built up land and/or house, shop etc.
3	Full details about location viz. Flat/House no./Municipal authority details/allotted No., if any/, Street/Village, Taluk, District and State in which the property situated and any relevant details like landmark etc of the property.
4	Total area of Land and/or House/Flat etc.
5	Nature of land i.e. whether the property is residential land or commercial or agricultural land. Further the nature of ownership viz., whether it is on freehold/leasehold land etc.
6	Whether applicant's extent of interest/ stake/ share in the property is in full or parts i.e. the details of share-holding in property (to be provided in percentage). To elaborate, in case of partial interest, extent of such interest (of each share-holder) must be indicated or in case of multiple ownership of the property, the specific share of each member may be given.
7	Ownership of the property, in case transaction is not exclusively in the name of the Government/Council servant, specific particulars of ownership(s), relationship with the Government/Council servant is to be mentioned.
8	Exact date of acquisition is to be mentioned.
9	Refer Note-1 below proforma. (i) The details should mention mode of acquisition i.e whether acquired through Purchase/ Lease/ Mortgage/ Inheritance/ Gift or otherwise. (ii) Further full name and address of the Seller(s)/from whom acquired/inherited must be mentioned. (iii) Beside above, did the applicant and/or his family members have any dealings with the party (seller) in his/her official capacity at any time, or is the applicant likely to have any dealings with him in the near future? Write the answer in YES or NO. If yes, full details (of official dealings/anticipated dealings) should be given.
10 (a)	Refer Note-2 below proforma. Purchase price of the property (Market value in the case of gifts).
10 (b)	Present market value/approximate value of the property.
11	Details of sanction (in those cases where government servant was having official dealing with seller) for acquisition or prior intimation of transaction (if no official relationship) obtained/given at the time of the Property under Rule 18 of CCS(Conduct) Rules, 1964. The details should mention the date of sanction/intimation as well as other particular sanction OM no. and details of name/designation of the authority (including address) of the said prescribed authority. The Prescribed Authority means, authority prescribed under CCS(Conduct) Rules, 1964.
12	Total annual income from the property
13	Any other relevant details (if not provided in any other column which Government servant would like to mention) is to be given in the remarks column

प्रपत्र
FORM

विबर को समाप्त होने वाले वर्ष हेतु अचल संपत्ति का विवरण
STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR ENDING DECEMBER'

अधिकारी का नाम

Name of Officer

वर्तमान वेतन

Present Pay

वर्तमान धारित पद

Present Post held

सीएसआईआर में कार्यभार ग्रहण करने की तारीख

Date of Joining CSIR

क्रम सं. S. No.	संपत्ति का विवरण Description of Property	निश्चित स्थान (जिला, मंडल, तालुक और गांव का नाम जिसमें संपत्ति स्थित है और संपत्ति का विशिष्ट नंबर आदि) Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	निश्चित स्थान (जिला, मंडल, तालुक और गांव का नाम जिसमें संपत्ति स्थित है और संपत्ति का विशिष्ट नंबर आदि) Area of land (in case lands & buildings	भू-संपत्ति के मामले में भूमि का स्वरूप Nature of land in case of landed property	व्याज की सीमा Extent of interest	यदि संपत्ति अपने नाम से नहीं है तो बताएं कि किसके नाम से है तथा उससे सरकारी कर्मचारी का संबंध, यदि कोई है ? If not in own name, state in whose name held & his/her relationship, if any to the Govt. Servant	अधिग्रहण की तारीख Date of acquisition	संपत्ति कैसे अर्जित की है ? (क्या खरीदी गई, पट्टे पर ली गई, बंधक, उत्तराधिकार, उपहार अथवा किसी अन्य स्रोत से ली गई) तथा उस व्यक्ति का नाम जिससे अर्जित की गई (संबंधित व्यक्ति/ व्यक्तियों का पता एवं सरकारी कर्मचारी से संबंध, यदि कोई हो) कृपया नीचे नोट - 1 देखें । How acquired ? (Whether by purchase, lease, mortgage, inheritance, gift or otherwise) and name of persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned) Please see Note 1 below	संपत्ति का मूल्य Value of the Property		निर्धारित प्राधिकारी, यदि कोई हो, की स्वीकृति का विवरण Particulars of sanction of prescribed authority, if any	संपत्ति से कुल वार्षिक आय Total Annual income from the property	टिप्पणियां Remarks
									खरीद मूल्य (कृपया नीचे नोट- 2 देखें) Purchase Value (see Note 2 below)	वर्तमान मूल्य Present Value			
1.	2.	3.	4.	5.	6.	7.	8.	9.	10a.	10b.	11.	12.	13.

तारीख/Date

हस्ताक्षर/Signature

नोट 1 - कॉलम 9 हेतु, 'पट्टे पर ली गई' शब्द से अभिप्राय अचल संपत्ति को वर्ष दर वर्ष अथवा एक वर्ष से अधिक किसी अवधि हेतु पट्टे पर लेने अथवा वार्षिक किराये पर रिजर्व रखने से होगा। तथापि, जहां अचल संपत्ति किसी ऐसे व्यक्ति से पट्टे पर प्राप्त की गई जिससे सरकारी कर्मचारी का अधिकारिक तौर पर संबंध है, ऐसे पट्टे को चाहे पट्टे की अवधि कम हो अथवा ज्यादा, किराए के भुगतान की आवश्यकता के बावजूद कॉलम में दर्शाया जाए।

Note 1 - For purpose of Column 9, the term lease would mean a lease of immovable property from year to 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 should be shown in this column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

नोट 2 - कॉलम 10 में निम्नांकित दर्शाएं -

- क) जहां संपत्ति खरीद, बंधक अथवा पट्टे पर अर्जित की गई हो, तो ऐसे अधिग्रहण हेतु अदा किया गया मूल्य अथवा प्रीमियम ;
ख) जहां यह पट्टे पर अधिग्रहित की गई हो, तो इसका कुल वार्षिक किराया भी ; तथा
ग) जहां अधिग्रहण उत्तराधिकार, उपहार अथवा अदली द्वारा किया गया हो, तो ऐसी अधिग्रहित संपत्ति का अनुमानित मूल्य
- Note 2 - In Column 10 should be shown -
a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition ;
b) Where it has been acquired by lease, the total annual rent thereof also ; and
c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.



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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

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COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

स्पीड पोस्ट/दस्ती

15 जनवरी, 2013

संख्या 15-6(82)/98-ओ एंड एम -II

No.

प्रेषक

From

मुख्य सतर्कता अधिकारी

Chief Vigilance Officer

To सीएसआईआर के सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक/प्रधान

The Directors/Heads of all National Labs./Instts. of CSIR

Sub: Guidelines regarding grant of 'Vigilance Clearance'.

महोदय,

मैं आपकी सूचना, मार्गदर्शन एवं आवश्यक कार्यवाही हेतु उपरोक्त विषय पर भारत सरकार, कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय (कार्मिक और प्रशिक्षण विभाग) द्वारा दिनांक 27 सितम्बर, 2011 के कार्यालय ज्ञापन सं. 11012/11/2007-Estt.(A) को अग्रेषित कर रही हूँ। कृपया इसकी प्रति सभी सम्बन्धित अधिकारियों को प्रदान की जाए। उपर्युक्त उल्लेख कार्यालय ज्ञापन, सीएसआईआर के परिपत्र अनुक्रमांक सं.401, क्रम सं. 15-6(82)/98-O&M-II दिनांक 17.06.2008 के साथ पढ़ा जाए।

I am to forward herewith a copy of the Office Memorandum No. 11012/11/2007-Estt.(A) of the Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Deptt. of Personnel and Training) dated 27th September, 2011 on the subject cited above for your information, guidance and necessary action, with a request that the copies of the same may kindly be provided to all concerned. The above cited OM may be read along with CSIR Circular No 401. No.15-6(82)/98-O&M-II dated 17/06/2008.

भवदीया,

23.12.12

(सुषमा सिंह)

मुख्य सतर्कता अधिकारी

संलग्न : यथोपरि

प्रतिलिपि :

1. सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के वरिष्ठ प्रशा. नियंत्रक /प्रशा. नियंत्रक/प्रशा. अधिकारी
2. महा निदेशक कार्यालय
3. संयुक्त सचिव (प्रशासन) कार्यालय
4. वरिष्ठ उप सचिव (म.सं.)
5. उप सचिव (के. कार्यालय / म.सं.-I)
6. वरिष्ठ उप सचिव, सीएसआईआर कॉम्प्लैक्स
- ✓ 7. सूचना प्रौ. प्रभाग, सीएसआईआर वेबसाइट पर प्रसारित करने हेतु

No. 11012/11/2007-Estt.A
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, Dated 27th September, 2011

OFFICE MEMORANDUM

Subject: Guidelines regarding grant of 'Vigilance Clearance' to members of Central Civil Services / Posts.

The undersigned is directed to say that it has been decided by the Government that officers who have not submitted the Annual Immovable Property Returns by the prescribed time would be denied vigilance clearance and will not be considered for empanelment for senior level posts in Government of India.

2. Accordingly, in this Department's OM No. 11012/11/2007-Estt.A dated 14.12.2007, laying down guidelines regarding grant of vigilance clearance to members of Central Civil Services / Posts, in para 2 a new sub-para (f) will be inserted as under:

(f) 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 Government of India decisions under Rule 18 of the Central Civil Services (Conduct) Rule, 1964.


(U.S. Chattopadhyay)

Under Secretary to the Government of India

All Ministries / Departments

Copy to:

1. Prime Minister's Office (w.r.t. their I.D. No. 600/31/C/33/2011-ES2, dated 15.03.2011)
2. Cabinet Secretariat
3. Secretary, CVC
4. UPSC
5. C&AG
6. NIC (DOP&T Cell) with the request to upload this O.M. on the website of DOP&T.