

**CENTRAL SANSKRIT UNIVERSITY**  
JANAKPURI, NEW DELHI- 110 058

Date: 13.01.2025

**NOTIFICATION**

**Subject: Submission of Immovable Property Return (IPR) for the year 2024 (as on 31.12.2024) by the Employees of Central Sanskrit University, Delhi – reg.**

In terms of Sub-rule 1(ii) of Rule 18 of CCS (Conduct) Rules, 1964, every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

In view of this, all concerned officers/officials of Central Sanskrit University, Delhi belonging to Group 'A' and Group 'B' are requested to submit their IPR by **31.01.2025**. (Proforma attached)

All the Heads of Departments/Directors of Campuses are requested to make sure that Immovable Property Return of each Group "A" and "B" Officer working under them are submitted by the above stipulated date. The defaulting Officers may fail to get clearance for higher assignments and may also be liable to face action under Conduct Rules.

Strict compliance of the above by all concerned is requested. This issues under approval of the Competent Authority.

  
Deputy Director (Admn.)

To

1. All Directors of the Campuses of this University with the request to do needful circulation to all concerned and to ensure submission of Immovable Property Return by all concerned in the Campus.
2. All Heads of Department/Group "A" and "B" Officers/ Officials of HQ Office of University.
3. Project Officer i/c - with request to upload the same in the website of the University.
4. Guard File

**CENTRAL SANSKRIT UNIVERSITY, NEW DELHI**

**STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR \_\_\_\_\_**

1. Name of Officer (in full):.....

2. Present Post held.....

3. Present Pay.....

4. Service to which the office belongs: .....

Name of the district/Sub-division, Taluka & Village in which property is situated	Name & details of property-housing, land and other buildings	Cost of construction / requirement including land in case of house and year when purchased	*Present Value	If not in own name state in whose name held & his / her relationship to the Government Servant	How acquired whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition and name with detail of person from whom acquired.	Annual Income from the Property	Remarks
1	2	3	4	5	6	7	8

(Signature of Officer with designation & Date)

Notes:

1. \*In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
2. \*\*Includes a short-term also.
3. The declaration form is required to be filled in and submitted by every member of 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) 1964] on the first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person dependent on Government Servant.
4. The working "no change" or "no addition" or "as in the previous year" should be avoided and full details provided.