



भारत सरकार/GOVERNMENT OF INDIA
पर्यावरण वन मंत्रालय एवम् जल वायु परिवर्तन/
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
भारतीय वनस्पति सर्वेक्षण/BOTANICAL SURVEY OF INDIA
सी.जी.ओ. कॉम्प्लेक्स, तृतीय एम.एस.ओ. भवन/CGO COMPLEX, 3RD MSO BUILDING
ब्लॉकएफ, पाँचवां औरछठातल/BLOCK F, 5TH & 6TH FLOOR



डीएफब्लॉक, सेक्टर 1, सॉल्ट लेक/DF BLOCK, SECTOR 1, SALT LAKE

कोलकाता-700064/KOLKATA - 700 064

पश्चिम बंगाल, भारत / West Bengal, India

No. BSI-24/1/Adm./2023-24

Date: 18.12.2023

OFFICE MEMORANDUM

Subject: Submission of Annual immovable Property Return (AIPR) for the year ending by 31st December 2023 i.e. as on 1st January 2024 by Group 'A' & 'B' officers in BSI

In partial modification of previous OM of even number dated 15th December, 2023 with the tune of the provision as laid down in Clause ii of Rule 18(1) and 4 of the CCS Conduct Rules, 1964 and subsequent Govt. of India standing instruction under Rule 16 of the All India Services (Conduct) Rules, 1968, all the Government servants (serving officers/officials) holding the post of Group-'A' & 'B' posts are peremptorily required to submit his/her 'Annual Return giving full particulars on the respective immovable property inherited by him/her own name or in the name of any associated member of his/her family or in the name of any other person. This Return is mandatorily required to be submitted in respect of every calendar year by **1st to 31st January, of the next year (2024)**. A.I.P.R. submitted by the officer holding the post of Group-'A' services of central Govt. are required to be placed in public domain (website of BSI) by 31st March of that year by the respective cadre controlling authority.

Blank format of said A.I.P.R. for the year ended by 31st December, 2023 i.e. as on 01.01.2024 is attached herewith. Complete filing of signed soft copy of A.I.P.Rs may be sent to Sri Arup Dutta's(PS) mail as well as Sri Bholanath Ghosh's(Steno-I) mail for official record.

As per DoPT's various instructions all CCS/CSCS/CSSS Officers are required to furnish their AIPR through Web bases Cadre Management System (www.cscms.nic.in) latest by 31st January, of every year. Prescribed Proforma of AIPR is attached herewith for ready reference.

Non submission of AIPR within the stipulated period /date would invite the denial of vigilance clearance for any empanelment, Deputation, and applying to sensitive post and assignment to training programme (except mandatory training), cadre clearance, NOC etc.

This issues with the approval of the DIRECTOR, BSI, HQ.

(C. Murugan)
Scientist F & HoO

Distributions:

- 1) The Secretary, MOEF&CC, New Delhi for kind information and record.
- 2) All the concerned scientists/officers/HoOs of BSI as a whole.
- 3) All the Heads of Office/unit Heads/ All sections in charge/JAO, BSI with the request to circulate widely and ensure for submission of AIPRs through proper channel latest by 31.1.2024. All the AIPRs to be submitted to the PS to the Director, ACR section, BSI, HQ through proper channel.
- 4) Scientist D, BSI, CNH, Howrah for uploading the above Office Memorandum in Website of BSI.
- 5) Chief Vigilance Officer, BSI
- 6) Administrative Officer, BSI
- 7) PS to the Director, BSI, HQ & Steno-I for record.
- 8) Secy. General, BSIEA
- 9) Notice Board

ANNUAL IMMOVABLE PROPERTY RETURN

Statement of Immovable Property for the year 2023 (as on 01.01.2024)

1. Service : CCS / Gaz. / Non Gaz./ Group – A / B/ C
2. Name of the Officer (in full) _____
3. Ministry / Department : MoEF&CC / BSI
5. Present Pay (Basic) _____
3. Designation _____
4. Date of Birth _____

Name of District, Sub-division, Tq. & Village in which property is situated	Name & details of property		Present value ()	If not in own name, status in whose name held & his /her Relationship to the Govt. servant	How acquired, whether by purchase, lease, mortgage, in heritage, gift or otherwise with date of acquisition & name with details of person/persons from whom acquired	Annual income from the property	Remarks
	Housing & other buildings	Lands					
1.	2.	3.	4.	5.	6.	7.	8.

SIGNATURE

DATE / 01/2024

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.
- Include short term lease also.
- The wording 'No Change or No addition or as in previous year' may be avoided and all details filled up.

Note : The declaration form is required to be filled in and submitted by 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, giving particulars of all immovable property owned, acquired or inherited by him or held by him in 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.