



CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resource Development, Govt. of India)
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 092

No. CBSE/Vig./ F.13022/2012/D 76-95

Date: 3.1. 2012

OFFICE ORDER

Competent authority, has desired that from this year onwards all officials of the CBSE shall submit Annual Property Returns (APR) as on 31st December every year.

CBSE officials who do not submit their APR will be denied Vigilance Clearance.

APR submitted by the officials will be made available on the website of CBSE. Status of pending APR will be indicated on the website of the Board under Vigilance head.

All concerned are, therefore, requested to submit Annual Property Returns of their immovable properties for the year 2011 in the prescribed proforma (printed on backside). Annual Property Returns duly filled-in in all respects must reach the Vigilance Unit by 15th Jan., 2012 positively.

Competent authority has further desired that wherever officials have written "no change from previous year" complete details of properties held by them should be sought by them. As such officials who have written "no change" would be required to resubmit the APR failing which it will be treated as APR not submitted.

This issues with the approval of the Competent Authority.

-Sd-
(S.P. Rana)
Deputy Secretary (Vigilance)

Distribution:

All officials of the Board.

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR -2011

01. Name of the Officer (in full)
02. Present post held 03. Name of the Branch / Office
04. Employee Code/GPF No.Pay Band.....Pay in Pay Band.....Grade Pay

Name of District, Sub-Division, Taluk and Village in which property is situated	Name and details of Property/land/Housing & other buildings	Present value*	If not, in own name, state in whose name held and his/her relationship to the Govt. servant	How acquired whether by purchase, lease**, mortgage, inheritance, gift, or otherwise, with date of acquisition and name with details of person(s) from whom acquired	Annual income from the Property	Remarks
01.	02.	03.	04.	05.	06.	07.

* In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.

** Includes short-term lease also.

Place.....

Signature

Date

Note:

- (i) The declaration form is required to be filled in and submitted by all officials of the Board 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.
- (ii) Transactions in immovable property as members of Hindu undivided family should also be included in the returns.
- (iii) Transactions in immovable property made out of the funds (including stridhan, gifts, inheritance, etc.) of the dependents of the Officer, irrespective of the persons in whose name the transaction is made, should be reported along with the annual property return in a separate form.