



**TEA BOARD**

14, Biplabi Trailokya Maharaj Sarani  
Kolkata-700001

File No.1(7)/Estt/2018/ 1117


Dated: 02.01.2024

**CIRCULAR**

**Sub: Submission of Annual Immovable Property Return for the year 2023.**

It is to hereby inform all concerned that submission of Annual Immovable Property Return in each year by Group A & B officials working under Central Government Offices is mandatory as per the order/circulars issued by Department of Personnel, Public Grievances and Pensions (DoPT) from time to time.

In view of the above, the undersigned is directed to request to all officials under the Group A & B of the Board to submit the proforma (as enclosed) concerning Annual Property Return for the year 2023, duly filed in, to the undersigned by 31.01.2024.

  
(Dr. Rishikesh Rai)  
Secretary (I/c)

Encl: As stated.

Distribution:

1	All Department Heads in Board's Head Office (excepting Dy. Chairman / Secretary)	With the request to bring the matter to the notice of all Group A & B officials working under them.
2	Executive Director, Coonoor/Guwahati	
3	All Zonal/Regional/Sub-Regional, offices of the Board	
4	CVO/VO	
5	PAs to Dy. Chairman/FA&CAO/DTD/Secretary	
6	IT Cell	With the request to upload in Board's website
7	TBEA	
8	Secretariat Branch	
9	Establishment Branch	With spare copies

**ANNUAL IMMOVABLE PROPERTY RETURN**

**Statement of immovable property for the year**

1. Name of Officer (in full) and service to which the officer belongs
2. Present Post held
3. Present Pay

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\_\_\_\_\_

\_\_\_\_\_

Name of District, Sub-Division, Taluk and village in which property is situated	Name and details of property	*Present Value	If not in own name state in whose name held and his/her relationship to the Government Servant	How acquired whether by purchases, lease, mortgage, inheritance, gift, or otherwise, with date of acquisition and name with details of persons from whom acquired	Annual income from the property	Remarks
	Housing and other buildings					
	Lands					

Signature.....

Date.....

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.
- Includes short-term lease also.
- The wording 'No Change or No addition opr' 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 every 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 (CS(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 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.