

**NATIONAL CAPITAL REGION PLANNING BOARD**

1<sup>st</sup> Floor, Core 4B, India Habitat Centre,  
Lodhi Road, New Delhi-110003

No. Y-11017/17/2021 (9101705)

Dated: 17.01.2025

**OFFICE MEMORANDUM**

Attention is invited to Rule 18 (i) and (ii) of the CCS (Conduct) Rules, 1964, & O.M. No. A-29011/1/2015-Admn.IV dt. 29.12.2015 of Under Secretary M/o HUA which are also applicable to the officers/officials of the NCR Planning Board, regarding submission of Annual Property Return. Accordingly, all Officers/Officials of the Board belonging to Group 'A', 'B', 'C' are requested to submit their Annual Property Return for the year ending 31<sup>st</sup> December, 2024 (1.1.2024 to 31.12.2024) in the enclosed proforma by 24.01.2025, positively in e-receipt format to I/C AD(A).

Attention is also invited to the instructions given on the proforma for information and necessary action while filling up the Property Return.

*Anubhav Choudhary*  
(Anubhav Choudhary)  
Director (Admin & Finance)

To  
All Officers/Officials of the NCRPB

*The filled form is attached.*

Encl.: As above.

Copy to

PA to MS – for information please.

**NATIONAL CAPITAL REGION PLANNING BOARD**  
**(Ministry of Housing & Urban Affairs)**  
**Statement of Immovable Property for the year 2024 (as on 1.1.2025)**

Form-I

1. Name of the Officer

Om Prakash2. Cadre of the State on which borne  
(For IAS only)

3. Present Post held

Asst. Gr. - II

5. Present Pay

Rs. 55200/-

4. Service to which the officers belongs

Admn.

Name of District, Sub-Division Taluk & Village or City in which the property is situated (full location and postal address)	Name and details of property House, Land and other Buildings	Present Value*	If not in own name, state in whose name held & his/her relationship	How acquired? Whether by purchase, lease** or mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person/ persons from whom acquired.	Annual income from the property	Particulars of sanction of prescribed authority
1.	2.	3.	4.	5.	6.	7.
Kotla Mubarak Pur, New Delhi-110003	C-408, 1st Floor Mohan Gali, Basti Nanak Chand, K.M. Pur NO-3	Not Know	Joint Name (Self & wife)	Purchase	Self Occupied	Indian bulls Home Loans

Om Prakash  
24/1/25  
**Signature with Date**

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1. \* In case it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
2. \*\* Including short term lease also.
3. The declaration form is required to be filled and submitted by every member of Class I, II and III (Group A, B & C) service under Rule 15(3) of the Central Civil Service (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 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 dependent on Government Servant.
4. The wording '**No Change or No addition** or As in the **previous year**' may be avoided and full details provided.
5. The columns should be filled up neatly in capital letters.