

NATIONAL CAPITAL REGION PLANNING BOARD

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

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

Dated: 13.01.2026

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 31st December, 2025 (1.1.2025 to 31.12.2025) in the enclosed proforma by 20.01.2026 positively, in e-receipt format to Administration.

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


(Anubhav Choudhary) 13/01/26
Director (Admin & Finance)


To
All Officers/Officials of the NCRPB

Encl.: As above.

Copy to:

PS to MS – for information please.

Needful done.


(RAKESH K. SARDANA)
ACCOUNTS ASSISTANT
13-01-2026

1/C AD(A)

राष्ट्रीय राजधानी क्षेत्र योजना बोर्ड
प्रथम तल, कोर 4-बी, इंडिया हैबिटेड सेंटर,
लोधी रोड, नई दिल्ली-110003

सं. Y-11017/17/2021 (9101705)

दिनांक: 13.01.2026

कार्यालय ज्ञापन

अवर सचिव, आवासन एवं शहरी कार्य मंत्रालय के दिनांक 29.12.2015 के कार्यालय ज्ञापन संख्या A-29011/1/2015-प्रशासन IV तथा सीसीएस (CCS) (आचरण) नियम, 1964 के नियम 18 (i) और (ii) की ओर आपका ध्यान आकृष्ट किया जाता है, जो वार्षिक संपत्ति रिटर्न प्रस्तुत करने के संबंध में राष्ट्रीय राजधानी क्षेत्र योजना बोर्ड के अधिकारियों/कर्मचारियों पर भी लागू होते हैं।

तदनुसार, बोर्ड के समूह 'ए', 'बी', 'सी' से संबंधित सभी अधिकारियों/कर्मचारियों से अनुरोध है कि वे 31 दिसंबर, 2025 (1.1.2025 से 31.12.2025) को समाप्त वर्ष के लिए अपना वार्षिक संपत्ति रिटर्न संलग्न प्रोफार्मा में ई-रिसीट बनाकर प्रशासन विभाग में दिनांक 20.01.2026 तक अवश्य जमा करें।

संपत्ति रिटर्न भरते समय सूचना और आवश्यक कार्रवाई के लिए प्रोफार्मा पर दिए गए निर्देशों पर भी ध्यान दिया जाए।

अनुभव
(अनुभव चौधरी) 13/01/26

निदेशक (प्रशासन एवं वित्त)

सेवा में,

बोर्ड कार्यालय के सभी अधिकारी / कर्मचारी

संलग्नक: उपरोक्तानुसार।

प्रतिलिपि:

- सदस्य सचिव के निजी सचिव - सूचनार्थ।

NATIONAL CAPITAL REGION PLANNING BOARD
(Ministry of Housing & Urban Affairs)
Statement of Immovable Property for the year 2025 (as on 1.1.2026)

Form-I

1. Name of the Officer RAKESH KR. SARDANA

2. Cadre of the State on which borne
 (For IAS only) _____

3. Present Post held ACCOUNTS ASSISTANT

5. Present Pay ₹ 58600/- (LEVEL-7)

4. Service to which the officers belongs _____

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.
Arjun Nagar Safdarjung Enclave New Delhi	269A, 2nd floor, Arjun Nagar, SSE, ND-110029	Approx. ₹ 23.10 Lacs	Mrs. Sarita Sardana (Spouse) & RAJESH KUMAR SARDANA (Self) Joint Owners	Flat purchased in 2009 from Star Properties Arjun Nagar, Safdarjung Enclave, New Delhi-110029	Self occupied	/

Rakesh
 Signature with Date
 13/01/2026

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.