

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE**

No. ES(A)/ ²⁷⁸ /E-4692(APR) 2016

Dated: 07 January 2016

All Faculty Members and Group 'A' & 'B' Officers of the Institute.

Subject : Submission of Annual Property Return in respect of Faculty Members and Group 'A' & 'B' Officers.

1. Drawing reference from this Office Notification No. Estt(A)/2745/E-4759 (iv) dated 04th November 2015 and in terms of Clause 14 of the Conduct Rules and enforced by various clarifications issued by the Government of India, filling of the Annual Property Return is mandatory requirement at the end of the each calendar year.
2. Accordingly all the Faculty and Group 'A' & 'B' officers are required to furnish Annual Property Return (APR) for the year 2015 i.e January to December 2015 in the prescribed Form No. 1 and returned / forwarded to the Establishment Services (Wing 'A' / Wing 'B', as case may be) on or before 20th January 2016. A copy of the Form No. 1 attached for ready reference.
3. It may please be noted that the names of those who have 'Filed' & 'Not-filed' will be uploaded on the Institute Weblink.
4. Further, in terms of the Vigilance Section of MHRD directives Vigilance Clearance will be denied to those who fail to submit their Annual Property Return by due date.

Encl : As above


Assistant Registrar (Services)

Copy to:

1. All Head of the Departments./ Centres / Units & Offices with the request to bring the contents of this letter into the notice of all faculty members and group 'A' & 'B' Officers.
2. Chief Vigilance Officer for information please.
- ✓ 3. Co-ordinator, ICC: to place a copy of this Notice & Form No. I on the Institute website.
4. Assistant Registrar to Director for Director's information please.
4. Superintendent to Deputy Director for information please.

Shri. APS

FWA Mean
Balraj

Form No. 1

Statement of immovable property on annual property return (January to December) as on the 31st December ----- (e.g. Lands House, Shops, Other Building, etc.)

Name of the Institute:- **Indian Institute of Technology Roorkee**

Name of the Officer (in full & Capital) _____

Emp. No. _____

Present Post held _____

Department _____

Sl. No.	Description of Property	Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of Interest	If not in own name, state in whose name held and his/her relationship, if any to the Government servant
1	2	3	4	5	6	7

Contd2

Date of acquisition	How acquired (whether by purchase, mortgage, lease inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned) Please see Note 1 below	Value of the property (see Note 2 below)	Particulars of sanction of prescribed authority, if any	Total annual income from the property	Remarks
8	9	10	11	12	13

Date _____

Signature _____

(Mandatory)

Note 1:- For purpose of column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealing with the Government servant, such a lease should be shown in this column irrespective of the term of lease, whether it is short terms of long terms, and the periodicity of the payment of rent.

Note 2:- In column 10 should be shown:-

- (a) Where the property has been acquired by purchase, mortgage or lease, the price of premium paid for such acquisition;
- (b) Where it has been acquired by lease, the total annual rent thereof also; and
- (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.