



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA, NEW DELHI-110078

No.F.1(6)(65)/2014/Pers.-II / 3255

Dated : 27/7/18

CIRCULAR

Subject : Mandatory Annual Property Return.

This is in continuation to earlier circular of even no dated 08.06.2018 vide which all employees (Teaching & Non-Teaching) of the University were informed that it is mandatory for each to submit the Annual Property Return "as on 31st December every year" on the enclosed performa for "Statement of Immovable Property", which is mandatory to be filled by 31st January every year under the CCS (Conduct) Rules 1964, in terms of Rule18(4) CCS (Conduct) Rules.

In this context, it has been observed that information from most of the employees is still awaited. Therefore, it is requested that aforesaid information may be provided on Priority Basis

This issues with the approval of Competent Authority.

(Sunita Shiva)
Joint Registrar (Personnel)

Encl. : As above.

No.F.1(6)(65)/2014/Pers.-II

Dated : 27/07/18

Copy forwarded to the following for kind information and necessary action :

1. Pro-Vice Chancellor, GGS Indraprastha University.
2. All Deans, GGS Indraprastha University.
3. All Directors, GGS Indraprastha University.
4. Controller of Finance, GGS Indraprastha University
5. Controller of Examinations, GGS Indraprastha University.
6. Proctor, GGS IP University.
7. Chief Warden, GGS IP University.
8. Library (In-Charge) , GGS Indraprastha University.
9. All Joint Registrars/Dy. Registrars/ Assistant Registrars/Branch Heads/Departments/
Finance Officers/ Superintending Engineer/ PRO, GGS Indraprastha University.
- ✓ 10. Head UITS Cell for uploading the Circular alongwith the Form on the University's website.
11. Asstt. Registrar, Vice Chancellor's Secretariat, GGS Indraprastha University.
12. AR to the Registrar for kind information of the Registrar, GGS Indraprastha University.
13. Notice Board.
14. Guard file.

(Ajay Kumar)
Assistant Registrar (P-II)

for upload
on
JA, UITS 31-7-18

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR ____ AS ON __/__/____

1. Name of Officer (in full): _____

3. Cadre & Batch: _____

2. Service to which the Officer belongs: **Indian Administrative Service**

4. Present Pay: _____

Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	Name & Details of Property, Housing, Lands and Other Buildings	Cost of construction/Acquirement (and year when purchased) including of land in case of house	Present Value *	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease **, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature:

Name:

Designation:

Date:

Note: Please read the notes overleaf before filling up the form.