



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

No.F.1(6)(65)/2014/Pers.-II /1988

Dated : 08/08/18

**C I R C U L A R**

**Subject : Mandatory Annual Property Return.**

All employees (Teaching & Non-Teaching) of the University are hereby informed that it is mandatory for each to submit the Annual Property Return "as on 31<sup>st</sup> December every year" on the enclosed performa for "Statement of Immovable Property", which is mandatory to be filled by 31<sup>st</sup> January every year under the CCS (Conduct) Rules 1964, in terms of Rule18(4) CCS (Conduct) Rules.

All those, who have not submitted the return, may submit immediately.

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 : 08/08/18

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)



2556

## GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

### SECTOR-16C, DWARKA, NEW DELHI-110075

Annexure-I

12/c

Statement of immovable property as on the 31<sup>st</sup> December, 20.... (e.g., Lands, House, Shops, Other Buildings, etc.).

S. N.	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.

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 : \_\_\_\_\_

Name of employee : \_\_\_\_\_

Designation &amp; Employee Code: \_\_\_\_\_

Branch/School : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

E-mail : \_\_\_\_\_

**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 dealings with the Government servant, such a lease should be shown in this column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.
2. In Column 10 should be shown :-
  - (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition;
  - (b) Where it has been acquired by lease, the total annual rent thereof also ;
  - (c) Where the acquisition is by inheritance...