CIRCULAR

Subject: Annual Property Return in respect of Group ‘A’ and ‘B’ Officers status as on 31st December 2014.

With reference to Office Memorandum F. No. 11013/3/2014-Estt.(A) dated 16.01.2015 of DoPT, Government of India, it has been decided to obtain the Annual Property Return in the enclosed proforma from all Faculty and other Officers/Staff falling under Group ‘A’ and Group ‘B’. A copy of the proforma is also being attached alongside this Circular.

The Status for period ending 31st December 2014 may please be submitted by 31.03.2015 in the enclosed Proforma to the offices of Dean of Faculty Affairs in the case of Academic Staff and office of Registrar in the case of other Group ‘A’ and ‘B’ officers of the Institute.

The statement of immovable property is to be filled annually. This is an obligation to be discharged by all Group ‘A’ and ‘B’ employees. In future, the exercise for obtaining the Annual Return will be initiated and supervised as under:

For Academic Staff Members: The Office of Dean, Faculty Affairs shall provide the proforma to all academic staff members who are on roll of IIT Kanpur for the period ending 31st December of the previous year. The faculty members shall be expected to submit the duly filled in form by 28th February each year.

For Officers falling under Category Group ‘A’ and ‘B’, other than Academic Staff: The Establishment Section shall provide the proforma to all Officers falling under category Group ‘A’ and ‘B’ who are on roll of IIT Kanpur for the period ending 31st December of the previous year and shall be expected to submit the duly filled-in form by 28th February each year.

The information in the enclosed proforma shall be retained and kept confidential in the Institute after its receipt from the respective Faculty and other Staff members, as above.

Copy to:
1. Director
2. Deputy Director
3. All Deans — Dof A
4. All HODs/Heads of units and Sections
5. Finance Officer
6. Deputy Registrar (Admin.)
7. Deputy Registrar (F & A)

[Signature]

Professor-in-charge (Admin.)
<table>
<thead>
<tr>
<th>Name of District, Sub-Division, Taluk and Village in which property is situated</th>
<th>Name and details of property</th>
<th>Present Value</th>
<th>If not in own name state in whose name held and his/her relationship to the Government Servant</th>
<th>How acquired whether by purchases, lease**, mortgage inheritance, gift, or otherwise, with date of acquisition and name with details of person/ persons from whom acquired</th>
<th>Annual income from the property</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing and other buildings</td>
<td>Lands</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name: ________________________________ P. F. No.: ____________________________ Signature: ____________________________

Designation: ____________________________ Department: ____________________________ Date: ____________________________

Inapplicable clause to be struck out.

* In case where it is not possible to assess the value accurately the approximate value in relation to present condition may be indicated. Include short-term lease also.

** The working 'No Change or No addition op as in previous year' may be avoided and all details be filled up.

Note: The declaration form is required to be filled in and submitted by every member of Group 'A' and Group 'B' of the Institute, 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/her or held by him/her on lease or mortgage, either in his/her own name or in the name of any members of his family.