



Satyawati College (Eve.)

(University of Delhi)

Ashok Vihar, Phase-III, Delhi-110052

Phone : 011-27213402 Fax : 011-27130356

January 05, 2018

NOTICE

Sub: SUBMISSION OF ANNUAL PROPERTY RETURN (APR)

All the members of teaching and non-teaching staff are required to submit the Annual Property Returns in the prescribed format to Mr. Parmod Yadav, Jr. Assistant in the Administration Section, under acknowledgement, latest by January 31, 2018. The blank proformas are available with Mr. Parmod Yadav and also uploaded in the college website www.satyawatievedu.ac.in

Please note that the college has to notify on the website of the college the fact of submission of such Returns by the employees and would also name the employees on the website who fail to submit the Returns. Simultaneously, the college is also required to furnish a certificate to the Ministry of HRD that Property Returns have indeed been submitted by all employees and would name the employees who fail to do so.

विजय शंकर

Dr. V.S. Mishra
Principal (Acting)

Encl: As above.

To

All the Permanent Teaching and Non-teaching staff

Satyawati College (Evening), Ashok Vihar, Delhi-110052

Form for Annual Immovable Property Return

Name of the Officer (In Full): _____ Designation: _____ Department: _____

Pay in the Pay Band: Rs. _____ : Grade Pay: Rs. _____

| Name of District, Sub-Division, Taluk and Village in which property is situated | Name and details of property | | If not in own name, state in whose name held and his/her relationship to the Government servant | How acquired, whether by purchase, lease**, mortgage, inheritance, gift or otherwise, with date of acquisition and name with details of person/persons from whom acquired | Annual Income from the property | Remarks |
|---|------------------------------|-------|---|---|---------------------------------|---------|
| | Housing and other buildings | Lands | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | *present value | | | 8 |

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 conditions may be indicated

**includes short-term lease also

Signature with date: _____

The wording 'No Change or No addition opr as in previous year' may be avoided and all details filled up.

Note: The declaration form is required to be filled in and submitted by every member of class I and Class II (Group 'A' and Group 'B' services under Rule 15(3) of the Central Civil Services (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 members of his family or in the name of any other person.