



भारतीय प्रौद्योगिकी संस्थान कानपुर  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
भारतीय प्रौद्योगिकी  
ADMINISTRATION SECTION



भारतीय प्रौद्योगिकी संस्थान कानपुर - 208016 (स.प्र.) संस्था  
प.स. 011 KANPUR 208016 (उ.प्र.), INDIA  
No : Fctt /00/2011/111K/6-00/22  
Date: January 27, 2011

**CIRCULAR**

**Sub: - Annual Property Return in respect of Group 'A' and 'B' Officers status as on 31<sup>st</sup> December 2010.**

With reference to letter No. C.13011/70/2006-Vig dated 24<sup>th</sup> August 2007 received from MHRD, Government of India and subsequent approval of dated 12.05.2010 by the Director, it has been decided to obtain the Annual Property Return in the enclosed proforma from all Faculty and other Officers falling under Group 'A' and 'B'. A copy of the proforma is also being placed on the Institute Website under the link "Office Orders" which can be accessed for further reference and submission by those concerned.

The Status for period ending 31<sup>st</sup> December 2010 may please be submitted by 28<sup>th</sup> February 2011 in the enclosed Proforma to the offices of Dean of Faculty Affairs in the case of Faculty members and Administrative Officer (Admin.) in the case of other Group 'A' and 'B' officers of the Institute.

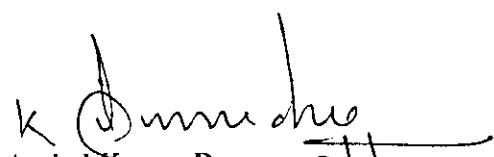
In future the exercise for obtaining the Annual Return will be initiated and supervised as under:

- A) **For Faculty Members:** The Office of Dean, Faculty Affairs shall provide the proforma to all faculty members who are on roll of IIT Kanpur for the period ending 31 Dec of the previous year. The faculty members shall be expected to submit the duly filled in form by 28<sup>th</sup> February each year.
- B) **For Officers falling under Category Group 'A' and 'B':** Administrative Officer (Admin.) shall provide the proforma to all Officer falling under category Group 'A' and 'B' who are on roll of IIT Kanpur for the period ending 31<sup>st</sup> December of the previous year. The statement of immovable property is to be filled annually. This is an obligation to be discharged by all Group "A" and "B" employees, shall be expected to submit the duly filled-in form by 28<sup>th</sup> 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 Staff members, as above.

The issues are with the concurrence of the Chief Vigilance Officer as well as the Director of the Institute.

Encl: As above

  
Arvind Kumar Drave 21/1/11  
Administrative Officer (Admin.)

Cc:

1. Director/Dy. Director
2. Prof. N N Kishore, Chief Vigilance Officer
3. DOFA
4. All Deans
5. All HODs/Heads of units and Sections
6. Notice Boards/Institute Web Site.

**STATEMENT OF IMMOVABLE PROPERTY AS ON ..... (e.g., LAND, HOUSES, SHOPS, OTHER BUILDINGS etc.)**

1	2	3	4	5	6	7	8	9	10	11	12
Description of property	Precise location (name, division, taluk & village in which the property is situated and also its distinction no. etc.)	Area of land (in case of land and building)	Nature of land (in case of landed property)	Extent of interest	If not in own name, whose name held and his/her relationship, if any, to the institute employee	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 institute employee, if any, with the person(s) concerned (please see note 1 below)	Value of property (please see Note 2 below)	Particulars of sanction of prescribed authority, if any.	Total annual income from the property	Remarks
1											

Name : \_\_\_\_\_

P.F.No. \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date : \_\_\_\_\_

Note: (1) For purpose of column 9, the 'lease' word mean & lease of immovable property from year to year or for any term exceeding one year or reserving a year's rent. Where the lease of immovable property is obtained from a person having official dealings with the institute employee, 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 12, should be shown, (a) where the property has been acquired by purchase, mortgage or lease or premium paid for such acquisition; (b) where it has been acquired by inheritance, gift or exchange, the approximate value of the property so acquired.