

NOTES & UNDETFAKING:

- a. * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- b. ** Includes short term lease also.
- c. The declaration form is required to be filled in and submitted by every employee under relevant provisions of Conduct Rules and 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 member of his family or in the name of any other person dependent on Government Servant.
- d. The wording 'No Change or No Addition or as in previous year' may be avoided and all details filled up.
- e. All employees/faculty other than the Head of Institution, in all centrally funded autonomous Institutions and Institutions on which the Ministry (MHRD) has administrative jurisdiction would submit their Annual Property Returns latest by 31st January of every year to the competent authority.
- f. Such employees including faculty who fail to submit their Property Returns on due date would be denied Vigilance Clearance in addition to the action under Conduct Rules applicable to them.
- g. I hereby undertake and declare that the particulars given above are true.

Date :-

Signature:

Name:

Designation:

Date:

Countersign of Head of Department