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Ghani Khan Choudhury Institute of Engineering and Technology
(A Centrally Funded Technical Institute under Ministry of H.R.D., Govt. of India.)
Narayanpur, Dist.: Malda, Pin- 732141, West Bengal

Memo No: GKCIET/ 5074

Date: 27.01.2020

CIRCULAR

Sub: Submission of Annual Immovable Property Return (IPR) for the year 2019 (as on 31.12.2019) by the GKCIET employees - reg.

All 'A' and 'B' group employees of this Institute are requested to submit their Annual Immovable Property Returns (IPR) for the year 2019 (as on 31.12.2019) in the prescribed proforma (enclosed) latest by 31st January, 2020 to the section of the undersigned.

Concerned employees are also requested to submit full particulars of the Immovable Property inherited/owned/acquired, held by them as on 31.12.2019 or on lease or mortgage either in their own name or in the name of any members of their family.

Phrases like "same as previous year", "no addition", "no change" should not be used.

If any official(s) fails to submit their Annual Immovable Property Returns for the year 2019 on due date the Vigilance Clearance shall be denied for empanelment of senior level post.

This issues with the approval of the competent authority.


(Md. Abdur Rajjaque)
Assistant Registrar (A&E)

Copy to:

1. Concerned employees ('A' and 'B' group) through their official e-mail.
2. System Manager - with a request to upload the circular on Institute Website.
3. Director - for kind information please.
4. File copy.

Ghani Khan Choudhury Institute of Engineering and Technology (GKCIET), Malda
Statement of Immovable Property Return for the Year As on/...../.....

1. Name of the Officer (in full): 2. Department:
 3. Present Post held: 4. Present Pay:

1 Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	2 Name & Details of property, Housing, Lands and Buildings	3 Cost of construction / Acquirement (and year when purchased) including of land in case of house	4 Present value*	5 If not in own name, state in whose name held & his / her relationship to the Govt. Servant	6 How acquired, whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired	7 Annual Income from property	8 Remarks.

Signature.....
 Date

Note: Please read the notes overleaf before filling up the form.
 1. * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
 2. ** Includes short term leases also.
 3. The wording 'No Change' or 'No addition' or 'as in previous year' may be avoided and all details filled up.
 4. The declaration form is required to be filled in and submitted by every member of Group 'A' & 'B' service 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 Returns, 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/her family or in the name of any other person.

(Handwritten signature in blue ink)