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**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
(NIELIT) CHANDIGARH ROPAR CAMPUS**

NIELIT/CH/ADMN-50/2020/10965


21st January, 2020

OFFICE ORDER

SUB : FILING OF ANNUAL PROPERTY RETURNS

Under the Service Rules of NIELIT, all employees are required to file an annual property return as on 31st December every year giving full particulars of immovable property inherited/owned/acquired/held by them on lease or mortgage either in their name or in any of their family member's name.

All employees of NIELIT Chandigarh Ropar Campus and Kurukshetra are, therefore, requested to please submit the requisite annual property returns for the year ending 31.12.2019 in the enclosed proforma by 23rd January, 2020 to the Administration Section as the same are to be reviewed by the Vigilance Officer of this Centre.


21/01/2020
(Susheel Kumar Gabgotra)
Additional Director (P&A)

Copy to :

1. Director 's Office
2. Director In-charge, NIELIT Kurukshetra] Please bring it to the notice
3. Additional Directors (P&A/Technical/Systems)] of staff working under you.
4. Financial Controller]
5. Vigilance Officer
6. Ms. Suman , Technical Officer for uploading the Office Order on website of the Centre
7. Notice Boards

NIELIT CHANDIGARH ROPAR CAMPUS

STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT AND THERE AFTER FOR THE YEAR 2019

1. Name of the Officer (in Full) :
 2. Present Post Held :
 3. Present Scale of Pay & Basic Pay :

Name of Distt. Sub-Division Taluk and Vill in which property Situated	Name & Details of Property			If not in own name, State in whose name held or his/her relationship to Government Servant	How acquired whether by purchase, lease** mortgage, inheritance gift or otherwise, with date of property acquisition and name with details of person from whom acquired	Annual income from the property	Remarks
	Housing and Buildings	Other Lands	Present Value*				
1	2	3	4	5	6	7	8

Signature: _____

Date: _____

Note: The declaration form is required to be filled in and submitted by every Group 'A' & 'B' Officer under rule 18(1) of the Central Civil Services (Conduct) Rules, 1964, on first appointment to the service and thereafter an interval of every twelve months, giving particulars of all immovable property owned/acquired 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 person.

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