

No.01/120/2012-Vig./218  
National Institute of Fashion Technology,  
Vigilance Department (Head Office)  
New Delhi  
\*\*\*\*\*

5<sup>th</sup> January, 2016

**OFFICE MEMORANDUM**

**Subject:** Annual Immovable Property Returns for the year 2015 (as on 01.1.2016) under Rule 18 of CCS (Conduct) Rules, 1964...reg.

In term of Rule 18 of CCS(Conduct) Rules, 1964, it is mandatory for every Govt. servant belonging to any service or holding any post included in Group 'A' and 'B' to submit an Annual Property Return in such form as may be prescribed by the Govt., giving full particulars regarding the immovable property inherited by him / her or owned or acquired by him / her or held by him / her on lease or mortgage either in his / her own name or in the name of any member of his / her family or in the name of any person.

2. It has been emphasized that failure on the part of a Government servant to comply with the requirement of the aforesaid rule can form good and sufficient reason for instituting disciplinary proceedings against him /her. Strict action can be taken against employees who fail to submit the return in time or furnishing wrong information.

3. It is observed that some officers / faculty members submit their return with the remarks "Same as previous year" or "As declared earlier", this may be avoided while submitting the return and complete information may be furnished.

4. All the Group 'A' and 'B' Officers / Officers on Deputation in NIFT and faculty members are requested to submit Annual Property Returns for the year 2015 in the prescribed proforma (copy enclosed) by 30<sup>th</sup> January, 2016.

5. This issues with the approval of CVO(I/c)

  
(R.B. Kushwaha)  
Vigilance Officer

**Encl.:** As above.

**Copy to :**

- i. Director / Joint Director of all NIFT Campuses to collect and send the details of all Group A and B officials of their respective Campus
- ii. All HOD's, NIFT Head Office for informing Group A and B Officers/ Officials reporting to them.
- iii. Head (IT), NIFT Head Office, with a request to upload the O.M. on the NIFT website.



**STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2015 (AS ON 01.01.2016)**

1. Name of the Officer (in full): \_\_\_\_\_

3. Present Post held : \_\_\_\_\_

\_\_\_\_\_

4. Present pay : \_\_\_\_\_

2. Centre : \_\_\_\_\_

| Name of Distt, Sub. Taluk and Village in which the property is situated | Name and detail of Property Housing and : Land Other Building: | Cost of Construction/acquirment (and year when purchased) including of land in case of house | Present Value | If not in own name state in whose name held and his/her relationship to Govt. Servant | How acquired whether by purchase, @ lease mortgage, gift or otherwise with date of acquisition & name with detail of persons from whom acquired | Annual Income from the property | Remarks |
|---|--|--|---------------|---|---|---------------------------------|---------|
| 1   | 2  | 3  | 4             | 5   | 6   | 7                               | 8       |
|   |  |  |               |   |   |                                 |         |

Signature \_\_\_\_\_

Date \_\_\_\_\_