



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

No.IMU-HQ/R/12/45/1/2018-Admin (HQ)

21st Jan 2020

CIRCULAR No. HQ-ADMN- 01/2020

Sub: Furnishing of Annual Property Return, for the calendar year 2019 by the employees of IMU – Reg.

The Annual Property Return, for the calendar year 2019 has to be furnished by all the employees of IMU-HQ and Campuses as per GOI guidelines.

The Annual Property Returns (Movable & Immovable) are to be submitted by all the employees to IMU administration. Hence, all are requested to file the same on or before 31.01.2020 in the prescribed format (Movable & Immovable) enclosed herewith as Annexure I & II respectively.

The Campus Directors of all the campuses may accordingly convey to all employees to submit Annual Property Returns for the year 2019. A copy of return of all employees may be forwarded to HQ for records.

It is also requested that all the campuses while forwarding the same may submit a detailed list of employees for whom the Annual Property Returns are forwarded to HQ.

REGISTRAR

Encl: As above

To

1. All Campus Directors
2. All employees of IMU-HQ

Indian Maritime UniversitySTATEMENT OF MOVABLE PROPERTY RETURN FOR THE YEAR 2019
[FOR TRANSACTIONS IN SHARES, SECURITIES, DEBENTURES
AND INVESTMENT IN MUTUAL FUND SCHEMES ETC.]

01. Name & Designation :
02. Scale of Pay/Level and Present pay :
03. Details of each transactions made :
in shares securities, debentures,
mutual funds scheme etc., during
the calendar year.
04. Particulars of the party/firm with :
whom transaction in made
- a) Is party related to the applicant :
- b) Did the applicant have any :
dealings with the party in his
official capacity at any time or
is the applicant likely to have
any dealings with him in the
near future?
05. Source of sources from which financed :
a) Personal Savings :
b) Other sources giving details :
06. Any other relevant fact which :
applicant may like to mention

DECLARATION

I hereby declare that the particulars given above are true.

Station : Signature :

Date : Name :

Designation :

INDIAN MARITIME UNIVERSITY

Statement of Annual Property Return for the year 2019 (as on 31-12-2019)

Name of Officer (in full): Designation: Date of Birth :

Name of IMU Campus: Present Pay:.....

Date of appointment: Date of retirement:

1	2	3	4	5	6	7	8
Name of district sub-division, Taluk and village in which property is situated.	Name and details of property- housing, lands and other buildings.	Cost of construction/acquirement including land in case of house and year when purchased.	*Present Value	If not in own state in whose name held and his/her relationship to the servant.	How acquired whether by purchase, lease**, mortgage, inheritance gift or otherwise, with details of persons from whom acquired	Annual Income from Property	Remarks
1	2	3	4	5	6	7	8

Signature:.....

Date:.....

Notes:

- *In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
- **Includes short term lease also.
- The declaration form is required to be filled in and submitted by every employee (Group A and Group B & C) of IMU on 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 members of his family or in the name of any other person dependent on servant.
- The wording 'no change' or 'no addition' or 'as in the previous year' should be avoided and full details provided.
- The columns should be filled up neatly in capital letters.