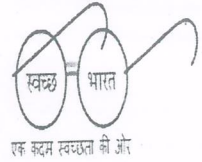




**DELHI TECHNOLOGICAL UNIVERSITY**  
Established by Govt. of Delhi vide Act 6 of 2009  
(FORMERLY DELHI COLLEGE OF ENGINEERING)  
BAWANA ROAD, DELHI-110042  
(Vigilance Branch)

Tele. No. 27294669, e-mail – vigilance@dtu.ac.in



F.DTU/Vig. /217/2017/797 - 838

Dated: 31/12/2020

**OFFICE MEMORANDUM**

**Subject: Filling of Annual Immovable Property Return (AIPR)**

Please refer to Rule 18 (1) (ii) of CCS (Conduct) Rules 1964 and para 71 of DTU Manual of Office Procedure (Second Edition), 2019 whereby instructions regarding submission of AIPR has been issued.

Contents of the above-mentioned Rule and procedure may disseminate to all officers /officials holding Group A/B post who are working in your office/deptt. for necessary compliance.

It has been observed that in respect of preceding year(s), officers have not adhered to the due date and in several cases the AIPRs were submitted much later only after repeated reminders; and some officers have not submitted their AIPR(s). It has also been observed that, in several cases the AIPR(s) did not reflect the complete details of the property and only indicated 'same as previous year' or 'no change' or NA etc. and hence did not provide the complete information.

In view of the DoPT instruction dated 04.04.2011, it is reiterated that failure to ensure timely submission of AIPR would result in **denial of Vigilance Clearance.**

In view of the above, all Group 'A' and Group 'B' officers/officials of this university are requested to submit the AIPR(s) as on 31.12.2020 (i.e., for the year 2020) giving complete details in every column of the prescribed proforma (copy enclosed) to Vigilance Branch by **31<sup>st</sup> January, 2021.** Positively.

Contents of this Office Memorandum may be disseminated to all concerned.


Encis: 01-page

(Prof. Samsher)  
Registrar

To:

1. PA to the Hon'ble Vice Chancellor.
2. PA to Registrar
3. All Deans/HODs
4. OIC, B.Tech. Evening
5. COE
6. Librarian
7. Director Physical Education
8. DR (F & A) / DR (Estt.) / DR(PG)
9. AR (International Affairs)
10. Executive Engineer (Civil)/Chief Project Officer.
11. All Section Officers
12. Head of Computer Centre - With request to upload this Office Memorandum on University website.
13. File

With the request to disseminate contents of this office memorandum to all officers/officials holding Group A /B post who are working in your office/deptt.

  
(Prof. Samsher)  
Registrar

**DELHI TECHNOLOGICAL UNIVERSITY**

**STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR ENDING ..... ( AS ON 31 DEC, .....)**

1. Name of the Officer (in full) \_\_\_\_\_ 2. Designation: \_\_\_\_\_ 3. Cadre & Batch \_\_\_\_\_

4. Service to which the officer belongs \_\_\_\_\_ 5. Department: \_\_\_\_\_ 6. Present Pay: \_\_\_\_\_

Name of District Sub division, Tehsil & Village or City in which property is situated (full location & postal address)	Name & details of Property, Housing, Lands and other Buildings	Cost of construction/ acquirement (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 the Govt. Servant	How acquired whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of person (s) from whom acquired	Annual income from the property	Remarks
1	2	3	4	5	6	7	8

Signature:

Name & Designation:

Date:

**Notes:**

- 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 lease also.
- 3) The declaration form is required to be filled in and submitted by every member of class I and class II (Group A and Group B) services under relevant provisions of Conduct Rules and the first appointment to the Service and thereafter, at the interval of every twelve months, 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.
- 4) The wording '**No change**' or '**No Addition**' or '**As in previous year**' may be avoided and all details filled up.
- 5) The columns should be filled up neatly in capital letters.