



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपूर – 440 010  
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR – 440 010

Ref: Admn/Annual Property Returns/2021-22/24

Date: 02 JAN 2023

**CIRCULAR**

**Sub: Submission of Immovable Property Returns by employees of VNIT Nagpur.**

VNIT Nagpur is in receipt of letter No C-19011/7/2017-Vig. Dated 11<sup>th</sup> January 2019 from MHRD, vigilance section for strict compliance.

In view of the above, all employees including faculty working at VNIT, Nagpur are requested to submit their property returns for immovable property. The proforma can be downloaded from the Institute web-site.

Hence, the declaration of Assets & Liabilities acquired by individual till **31<sup>st</sup> December 2022** in prescribed proforma should be submitted to the registrar office on or before **31<sup>st</sup> January 2023**. The complete information has to be filled in and “No change” submission is not permitted.

The Institute will upload the declaration of Assets & Liabilities submitted by individuals on Institute website. Subsequently, the individuals should, please verify the correctness of information displayed on VNIT website [www.vnit.ac.in](http://www.vnit.ac.in).

The employees who fail to submit the Immovable property Returns within the prescribed time limit would be denied Vigilance Clearance, this may please be noted.

*S. Matte*  
REGISTRAR

To,

All HoDs / Section Heads for information and circulation among the staff working under them.



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर - 440 010 (भारत)  
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010 (India)

FORM No. I

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2022

1. Name of the Employee \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Department / Section \_\_\_\_\_
4. Total length of service in V.N.I.T.  
(till date) \_\_\_\_\_
5. Present pay (Basic) \_\_\_\_\_
6. Name of the district, sub-division,  
Taluka and Village in which  
property is situated. \_\_\_\_\_
7. Name & details of property  
(Housing, Land, other buildings etc.) \_\_\_\_\_
8. Present value Rs. \_\_\_\_\_
9. If not in own name, state in whose  
name held and his/her relationship  
with the employee \_\_\_\_\_
10. How the property is acquired?  
Whether by lease, mortgage,  
inheritance, gift or otherwise, with  
date of acquisition and name with  
details of person / persons from  
whom acquired \_\_\_\_\_
11. Annual income from property Rs. \_\_\_\_\_
12. Remarks \_\_\_\_\_

DECLARATION

I, hereby declare that the above information (from 1 to 11) is complete, true and correct as on 31.12.2022, to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of Sub-rule (1) of Rule 18 of Central Services (Conduct) Rules, 1964.

Date :

Signature :

**FORM No. II**

**Statement of liquid assets on first appointment**

- (1) Cash and Bank balance exceeding 3 months' emoluments.  
(2) Deposits, loans, advances and investments (such as shares, securities, debentures etc.)

Sl. No.	Description	Name and address of Company, Bank etc.	Amount	If not in own name, name and address of person in whose name held and his/her relationship with the VNIT employee	Annual Income derived	Remarks
1	2	3	4	5	6	7

Date :.....

Signature .....

Note :

1. In column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given.
2. The term "emoluments" means the pay and allowances received by the VNIT employee.

**FORM No. III**

**Statement of movable property on first appointment**

Sl. No.	Description of items	Price or value at the time of acquisition and/or the total payments made up to the date of return, as the case may be in case of articles purchased on hire purchase or installment basis	If not in own name, name and address of the person in whose name and his/her relationship with the VNIT employee	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6

Date :.....

Signature .....

Note :

1. In this Form, information may be given regarding items like (a) jewellery owned by him (total value); (b) silver and other precious metals and precious stones owned by him not forming part of jewellery (total value); (c) (i) Motor Cars, (ii) Scooters / Motor Cycles, (iii) refrigerators / Air conditioners, (iv) radios / radiograms / television sets and any other articles, the value of which individually exceeds Rs. 1,000; (d) value of items of movable property individually worth less than Rs. 1,000 other than articles of daily use such as clothes, utensils, books, crockery, etc., added together as lumpsum.
2. In Column 5, may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.
3. in Column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.

**FORM No. IV****Statement of Provident Fund and Life Insurance Policy on First Appointment**

Insurance Policies				
Sl. No.	Policy No. and date of Policy	Name of Insurance Company	Sum insured / date of maturity	Amount of annual premium
1	2	3	4	5

Provident Fund				
Type of Provident Funds/GPF/CPF Account No.	Closing balance as last reported by the Audit/Accounts officer along with date of such balance	Contribution made subsequently	Total	Remarks (if there is dispute regarding closing balance, the figures according to the VNIT employee should also be mentioned in this column)
6	7	8	9	10

Date : .....

Signature .....

**FORM No. V****Statement of Debts and Other Liabilities on First Appointment**

Sl. No.	Amount	Name and address of Creditor	Date of incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6

Date : .....

Signature .....

**Note :**

- Individual items of loans not exceeding three months emoluments or Rs. 1,000 whichever is less, need not be included.
- In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.
- The term "emoluments" means pay and allowances received by the VNIT employee.
- The Statement should also include various loans and advances available to Government servants like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and traveling allowance, advances from the GP Fund and loans on Life Insurance Policies and fixed deposits).