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नवोदय विद्यालय समिति
(मानव संसाधन विकास मंत्रालय
का स्वायत्त संस्थान
स्कूल शिक्षा एवं साक्षरता विभाग,
भारत सरकार)
बी -15, इंस्टीट्यूशनल एरिया,
सेक्टर 62, नोएडा
उ०प्र०-201309

Fax: 0120-2405182
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NAVODAYA VIDYALAYA SAMITI
(An Autonomous Organization under
Ministry of Human Resource
Development, Department of School
Education & Literacy)
Govt. of India
B-15, Institutional Area,
Sector-62, NOIDA
Uttar Pradesh-201309

14-6/2001-NVS(Vig)/100

Date: 14/05/2018

To

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices

Sub: Submission of Annual Immovable Property Return – reg.

Sir,

It has been observed that despite clear cut instructions, staff members are not submitting Annual Immovable Property Returns in prescribed format in time. This being essential document to be filed by employee every year, it has been decided by the Competent Authority that administrative action in terms of withholding of vigilance clearance and salary till filing of Annual Immovable Property Return is to be imposed, henceforth, upon the officer/staff concerned.

It may be noted that non-submission of the Annual Immovable Property Return every year by 31st January in respect of preceding calendar year can form good and sufficient reasons for instituting disciplinary action against the erring officer/official.


In view of this, all are instructed to file the Annual Immovable Property Return for the calendar year ending December 2017 before 20th May, 2018 positively. In future, the Annual Immovable Property Return should be filed by 31st January every year in respect of preceding calendar year.

You are requested to forward Annual Immovable Property Return for 2017 in prescribed format (copy enclosed) in respect of the Principal and RO staff to this office within the stipulated period.

Suitable instructions in this regard may also be issued to the Principal concerned for similar action in respect of JNV staff and the Annual Immovable Property Return may be kept in safe custody by Appointing Authority. Punitive action may be initiated against the defaulter.

Yours faithfully,

Encl. as above


(G. Arumugam)
Chief Vigilance Officer

Copy to:

1. PA to Commissioner, NVS
2. PA to JC(Admn.)/PA to GM(Const.)/PA to JC(Acad.)
3. DC (Acad.)/DC(Pers.), NVS Hqrs.
4. All Sectional Heads – for similar action by bringing it to the notice of the staff concerned.
5. AC(F&S), NVS Hqrs. – with the request to get this uploaded in Samiti's website.

STATEMENT OF IMMOVABLE PROPERTY RETURN

For the calendar year ending 31st December _____

Name (in full) _____

Designation _____

Place of Posting: _____

Present Pay _____

S. No.	Description of property (Land/House/ Flat/Shop/ Industrial etc.)	Precise location (Name of District Division Taluk and Village in which the property is situated and also its distinctive number etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in name of public servant, state in whose name held and his/her relationship, if any to the public servant	Date of acquisition	How acquired (whether by purchase, lease, mortgage, inheritance, gift or otherwise) and name with details of persons from whom acquired (address and connection of the Govt. servant, if any, with the person concerned)	Present value of the property (If exact value not known, approx. value may be indicated)	Total annual income from the property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Signature _____

Date _____

Mobile/Telephone: _____

1. Inapplicable clause to be struck out.
2. In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
3. Includes short-term lease also.
4. The wording "No change or No addition or as in previous years' may be avoided and all details filled up.