

National Institute of Foundry and Forge Technology
Hatia, Ranchi – 834 003 (Jharkhand)

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 20..... AS ON 31 December 20.....

1. Name of the Employee (in full): _____

3. Designation: _____

2. Department / Section: _____

4. Present Pay Level: _____

[Please read the notes mentioned overleaf before filling up the form. If there are more than one property, details may be given overleaf.]

Name of the District, Sub-Division, Taluk & 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 & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease **, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Date: ____ / ____ / 20 ____

Signature: _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Use additional forms in case of more than three properties)

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 leases also.
- 3) The declaration form is required to be filled in and submitted by every Faculty, Officers and Group-B Staff under relevant provisions of Conduct Rules on the first appointment to the Service of the Institute and thereafter, **as on 31st December of every year**, 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 member of his family or in the name of any other person dependent on Government Servant. **Last date of submission is 31st January of following year.**
- 4) The wording “No Change” or “No Addition” or “As in previous year” may be avoided and all details filled up.

Date: _____ / _____ / 20_____

Signature: _____