



INDIAN INSTITUTE OF PETROLEUM AND ENERGY
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Visakhapatnam – 530003
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Ref : IPE/Adm/105

Date : 08th Dec, 2022

CIRCULAR

SUBMISSION OF ANNUAL PROPERTY RETURN
AS ON 31ST DECEMBER, 2022

1. In pursuance of Section 14 of Institute's Conduct Rules and as per directives of the Competent Authority, the Annual Property Return as on 31st December, 2022, for the movable and immovable property owned, acquired or inherited by him/her or held by him/her on lease or mortgagage, either in his/her own name or in the name of any member of family or in the name of any other person, is to be submitted by every member of the staff.
2. In this regard, the format for Statement of Movable & Immovable Property, is enclosed herewith.
3. All regular faculty & staff members are requested to submit the same, duly filled, to the office of the DoFA/ Registrar by **10th January, 2023** positively.



Encl: - As above;

Copy to : All Faculty & Staff.

Info: DT Secretariat.

Shash 08/12/22
For Registrar ITC

REGISTRAR
INDIAN INSTITUTE OF PETROLEUM & ENERGY
VISAKHAPATNAM

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INDIAN INSTITUTE OF PETROLEUM AND ENERGY, VISAKHAPATNAM

**STATEMENT OF IMMOVABLE PROPERTY
AS ON 31ST DECEMBER, 2022**

Name (in full):	Date of joining in IPE:
Present post held:	Department:
Employees code No.:	Category:
Present basic pay:	Pay Level:

Name of District, Sub-division Taluk and village in which property is situated	Name and details of property		Value of the property at the time of acquiring and date of acquisition	Present value	If not in own name, state in whose name held and his relationship with employee	How acquired whether by purchase, mortgage, inheritance, gift or otherwise with details of persons from whom acquired	Source(s) of finance	Annual income from the property	Remarks particulars regarding sanction obtained or report made in respect of purchase, gift or otherwise with reference no. and date, if any	Details of sale of property, if any; date, amount and to whom
	House and other buildings	Land								
1	2	3	4	5	6	7	8	9	10	11

Signature: _____ dated _____

- Column 4 - Value of property to be shown item wise in cases such as –
 - Where the property has been acquired by purchase, mortgage, lease, the price of premium paid for such acquisition.
 - Where it has been acquired by lease, the total annual rent.
 - Where the acquisition is by inheritance, gift, exchange, the approximate value of the property so acquired.
- Column 5 – In case where it is not possible to assess the value accurately, the approximate value in relation to present condition may be indicated.
- Column 6 – Property held in name of other members of family as defined in CDA Rules may please also be reflected here.



INDIAN INSTITUTE OF PETROLEUM AND ENERGY, VISAKHAPATNAM

STATEMENT OF MOVABLE PROPERTY
AS ON 31ST DECEMBER, 2022

Name (in full):	Date of joining in IIPE:
Present post held:	Department:
Employees code No.:	Category:
Present basic pay:	Pay Level:

Sl. No.	Description of item	Price or value at the time of acquisition and / or the initial payment 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 relationship with the employee	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6

- Note: 1. In this form information may be given regarding items like
- Jewelry owned by him/her (total value);
 - Silver and other precious metals and precious stone owned by him/her not forming part of Jewelry (total value);
 - (i) Motor Cars (ii) Scooters / Motor Cycles (iii) Refrigerator/ Air Conditioners (iv) Radios/Radio grams/ Television sets and any other articles, the value of which individually should be "two months" basic pay of employees (Group A, B and C);
 - Value of items of movable property individually worth less than "two months" basic pay other than articles of daily use as such cloths, utensils, books, crockery, etc. added together as lumpsum.
- In column 5 may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise;
 - In column 6 particulars regarding sanction obtained or report made in respect of various transactions may be given.

Signature with Date