



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, शि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution Under Deptt. of School Education and Literacy, M.oE., Govt. of India)

F.No.41-35/2011/NIOS/Pers/

4th January, 2022

OFFICE ORDER - 09/2022

As per Rule 18 (1)(ii) of the Central Civil Services (Conduct) Rules, 1964, all Group 'A', Group 'B' and Group 'C' (including MTS) are required to furnish Annual Immovable Property Return for the year 2021 (as on 31st December, 2021) in the prescribed form enclosed (*also available on official website of NIOS*).

The Complete details of all Immovable Property owned, acquired, inherited or held on lease or mortgage in respect of staff and dependents should be furnished. The wording '*No Change or No Addition or As in previous year*' may be avoided and all details should be filled up.

Annual Immovable Property Return of the officers and officials working in the respective Regions/Unit/Branches duly filled-in and completed in all respect (*hard and soft copy - personnel@nios.ac.in*) may be forwarded to the Assistant Director (Personnel) latest by **31st January, 2022** positively.

This issues with the approval of the Competent Authority.

S. Mah
4/1/22

(S. Mahendran)
Assistant Director (Personnel)

Distribution:

1. Secretary, NIOS
2. All Heads of the Departments, NIOS
3. Regional Directors/RD (I/c), Regional Centres/Sub-Centres, NIOS
4. PA (CPO) for information of the Chairperson, please.
5. Section Officers and above with a request to bring it to the notice of the staff working under them for compliance.
6. SA/P for uploading on the official website of NIOS
7. Office Order file

NATIONAL INSTITUTE OF OPEN SCHOOLING
PROFORMA FOR ANNUAL IMMOVABLE PROPERTY RETURN AS ON 31ST DECEMBER.

Name of Officer/Official _____

Designation _____

Name of District, Sub Division, Taluk, Village in which Property is situated	Name & details of Property/Housing/lands & other Buildings	Present value*	If not, in own name, state in whose name held & his/her relationship to the Govt. servant	When & 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 the property	Remarks

* In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.

** Includes short-term lease also.

Place.....

Date.....

Mobile No.....

Email.....

Signature.....

Note :

- (i) The declaration form is required to be filled in and submitted by all employees of the NIOS on the first appointment to the service and thereafter at the interval of every twelve months, 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 members of his family or in the name of any other person.
- (ii) Transactions in immovable property as members of Hindu undivided family should also be included in the returns.
- (iii) Transactions in immovable property made out of the funds (including streedhan, gifts, inheritance, etc.) of the dependents of the Officer, irrespective of the persons in whose name the transaction is made, should be reported along with the annual property return in a separate form.