



# Satyawati College सत्यवती कॉलेज

ASHOK VIHAR, PHASE-III, DELHI-110052

अशोक विहार, फेज-III, दिल्ली-110052

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January 06, 2020

## OFFICE ORDER

All the teaching and non- teaching staff are required to submit attached **Immovable Property Return** form for the year 2019 latest by 15.01.2020 to Ms. Sadhna Dash, officiating Sr. Assistant in Room No. 20.

*Manjula Dass*

Dr. Manjula Dass  
Officiating Principal

Copy to:

1. Teaching Staff
2. Non-Teaching Staff
3. A.O
4. S.O.

**FORM**  
**STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR** \_\_\_\_\_  
**AS ON** \_\_\_\_\_.

1. Name of the officer (in full) : \_\_\_\_\_  
& Service to which the officer belongs \_\_\_\_\_
2. Present Post held \_\_\_\_\_ Date of Birth: \_\_\_\_\_
- Pay (pay band & Grade pay): \_\_\_\_\_

Name of District, Sub-Division Taluka and Village in which Property is situated	Land & Details of Property		If not is own name state in whose name held and his/her relationship to the Government Servant	How acquired whether by purchase, lease**, mortgage, inheritance gift or otherwise with date of acquisition and name with details of person/persons from whom acquired	Annual Income from property	Remarks; Please indicate details of permission obtained from department	
	Housing	Land					Present Value *
1	2	3	4	5	6	7	8

Place : \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Govt. Servant

*In applicable clause to be struck out.*

\* *In case where it is not possible to assess the value accurately the approximate given value in relation to present condition may please be indicated.*

\*\* *Includes short term lease also.*