



**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL**

MANGALURU - 575 025, KARNATAKA, INDIA.

Website: <http://www.nitk.ac.in>

No. CVO/Prop. Returns/2020/B1

Date: 03<sup>rd</sup> January, 2020

**OFFICE MEMORANDUM**

Sub: Greater Transparency and Preventive Vigilance Initiative – Submission of Annual Property Returns by the Central Govt. Employees – Regarding

Ref.: MHRD Letter No. C-13011/70/2006-Vig., dated 01-08-2012.

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The Joint Secretary & CVO, Ministry of HRD, Govt. of India, in the letter cited above, has communicated that the employees of all Centrally Funded Autonomous Institutions and Institutions on which the Ministry of HRD has administrative jurisdiction, are required to submit their Annual Property Returns by 31<sup>st</sup> January of every year to the competent authority.

In this regard, the software module has been developed and placed in the Institute Website <https://staffproperty.nitk.ac.in> All Faculty and Non-Faculty are requested to visit the link to fill the format and take a printout of the same.

All HoDs / HoSs are requested to obtain the duly signed printout of the property returns of the staff (both Faculty/Non-Faculty & their dependents) and submit the same in single bunch to the undersigned on or before **31<sup>st</sup> January, 2020 (Friday)**.

Further, it may kindly be noted that any delay/failure to file Annual Property Returns as prescribed by 31<sup>st</sup> January, 2020 results in denial of vigilance clearance. Strict adherence to timelines may therefore be observed.

*V. K. S. S. S.*  
**CHIEF VIGILANCE OFFICER**

To:

1. All the HODs & HOSs for necessary action.
2. All Deans, Registrar, Joint Registrar, All Assistant Registrars.
3. System Manager, CCC – with a request to display in the Institute Website.

Copy submitted to the Director and Deputy Director – for kind information.