



No.: RMC/10/21

Dated: 11/01/2021

NOTICE

Persuant to Rule 18 of the Central Civil Services (Conduct) Rules, 1964, read with Sub-section (VI) of Section 24 of the IEST Statutes 2017, all academic, technical, administrative and other staffs of the Institute are requested to file annual returns of movable properties possessed by them. The return may be filed in sealed envelope, in the prescribed format latest by January 31, 2021. A copy of the prescribed format is annexed. The format is also downloadable from the Institute website.

This is issued with the approval of the Competent Authority.

Sd/-
(Biman Bandyopadhyay)
Registrar

Encl.: As stated

Copy forwarded for information and necessary action to:

1. Private Secretary to the Director
2. Prof. Abdur Rouf, CVO
3. All Deans/ Head of the Departments/Schools/Centres
4. All Hostel/Hall Wardens
5. All Officers
6. Institute Website

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11/01/2021
(Biman Bandyopadhyay)
Registrar

Shibpur

Institute of Engineering Science and Technology, Shibpur
West Bengal Engineering and Science University, Shibpur
Powering the nation since 1886



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भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
(पूर्व में बंगाल इंजीनियरिंग एंड साइंस यूनिवर्सिटी)

१८९६ से देश को सशक्त बनाना

FORM No. II

Statement of movable property on first appointment or as on the 31st March, 2020

(Use separate sheets for self, spouse and each dependent child)

Name of public servant/spouse/dependent child.....

Sl. No.	Description	Remarks, if any
(i)*	Cash and bank balances	
(ii)**	Insurance(Premium paid)	
	Fixed/recurring deposit(s)	
	Shares/Bonds	
	Mutual fund(s)	
	Pension Scheme/Provident Fund:	
	Other investments, if any	
(iii)	Personal loans/advance given to any person or entity including firm, company, trust, etc. and other receivables from debtors and the amount(exceeding two months basic pay or rupees one lakh as the case may be)	
(iv)	Motor Vehicles(Details of make, registration number, year of purchase and amount paid)	
(v)	Jewellery [Give details of approximate weight (plus or minus 10 gms. in respect of gold and precious stones; plus or minus 100 gms. In respect of silver)]	
	Gold:	
	Silver:	
	Precious metals and precious stones	
	(Composite items: Indicate approximate value)***	
(vi)	Any other assets(Give details of movable assets not covered in (i) to (v) above	
	(a) Furniture	
	(b) Fixtures	
	(c) Antiques	
	(d) Paintings	
	(e) Electronic equipments	
	(f) Others	
	[Indicate the details of an asset, only if the total current value of any particular asset in any particular category (eg., furniture, fixtures, electronic equipments, etc.) exceeds two months basic pay or rupees one lakh as the case may be]	

Place: _____

Dated: _____

Signature: _____

*Details of deposits in the foreign bank(s) to be given separately

**Investments above Rs.2 lakhs to be reported individually. Investments below Rs.2 lakhs may be reported together.

***Value indicated in the first return need not be revised in the subsequent returns as long as no new composite item had been acquired or no existing items had been disposed of during the relevant year.