



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA, NEW DELHI-110078

No.F.1(6)(65)/2014/Pers.-II

Dated the 29 April, 2015

CIRCULAR

Subject : Mandatory Annual Property Return.

All the Group 'A' and Group 'B' employees (Teaching & Non-Teaching) of the University are hereby informed that it is mandatory for each to submit the Annual Property Return "as on 31st December every year" on the enclosed performa for "Statement of Immovable Property", which is mandatory to be filled by 31st January every year. The classification of employees in Group 'A' and Group 'B' as per CCS (CCA) Rules, 1965 issued by DOPT vide O.M. No.11012/7/2008-Estt.(A) dated 17.04.2009 is enclosed for reference.

Immediate action may kindly be taken by all concerned employees to submit mandatory Annual Property Return by 30.05.2015.

This issues with the approval of the Competent Authority.

(Brig. P. K. Upmanyu)
Joint Registrar (Personnel)

Encl. : As above. (04 pages)

No.F.1(6)(65)/2014/Pers.-II

Dated the April, 2015

Copy to:

1. Assistant Registrar to Vice Chancellor for kind information of Hon'ble Vice-Chancellor, GGS Indraprastha University.
2. Section Officer to Pro-Vice Chancellor for kind information of Pro-Vice Chancellor, GGS Indraprastha University.
3. P.S. to the Registrar for kind information of Registrar, GGS Indraprastha University.
4. All Deans, GGS Indraprastha University for information and necessary directions to all faculty members to do the needful.
5. Controller of Finance, GGS Indraprastha University for information and necessary directions to all staff members to do the needful.
6. Controller of Examinations, GGS Indraprastha University for information and necessary directions to all staff members to do the needful.
7. All Directors, GGS Indraprastha University.
8. Librarian, GGS Indraprastha University for information and necessary directions to all staff members to do the needful.
9. Superintending Engineer, GGS Indraprastha University for information and necessary directions to all staff members to do the needful.
10. All Joint Registrars/Dy. Registrars/ Assistant Registrars/ Finance Officers/ Superintending Engineer/ PRO/ Section Officers, GGS Indraprastha University.
11. Server Room Incharge for uploading the Circular alongwith the Forms on the University's website.
12. Notice Board.
13. Guard file.

(Pushpendra Kumar)
Assistant Registrar (P-II)



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GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY SECTOR-16C, DWARKA, NEW DELHI-110075

Statement of immovable property as on the 31st December, 20.... (e.g., Lands, House, Shops, Other Buildings, etc.).

S. N.	Description of Property	Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in own name, state in whose name held and his/her relationship, if any to the Government Servant
1.	2.	3.	4.	5.	6.	7.

Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned) Please see Note 1 below	Value of the property (see Note 2 below)	Particulars of sanction of prescribed authority, if any	Total Annual income from the property	Remarks
8.	9.	10.	11.	12.	13.

Date : _____

Signature : _____

Name of employee : _____

Designation & Employee Code: _____

Branch/School : _____

Mobile No. : _____

E-mail : _____

- NOTE :-**
1. For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.
 2. In Column 10 should be shown :-
 - (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition;
 - (b) Where it has been acquired by lease, the total annual rent thereof also ;
 - (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

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No.11012/7/2008-Estt. (A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

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North Block,
New Delhi,
Dated the 17th April, 2009

OFFICE MEMORANDUM

Subject : Classification of posts under the CCS (CCA) Rules, 1965

Under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, all Central Government posts are classified into four categories, viz., Groups "A", "B", "C" and "D". This classification at present is based on the norms prescribed by the Department of Personnel and Training vide S.O. 332(E) dated 20.04.1998 published in the Gazette of India Extraordinary.

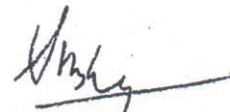
2. As per clause (4) of the Central Civil Services (Revised Pay) Rules, 2008 notified vide notification No G.S.R. 622(E) dated 29.8.2008, the pay band and grade pay or the pay scales, as applicable, of every post/grade specified in column 2 of the First Schedule thereto shall be as specified against it in columns 5 and 6 thereof. Consequent upon the notification of the said rules, it has become necessary to prescribe revised norms for categorization of posts into the abovementioned four categories based on the pay band and grade pay or the pay scales as applicable, as approved by the Government. Accordingly, an Order classifying the various Central Civil Services posts into Group "A", "B", "C" and "D" based on the revised norms of pay has been notified in the Gazette of India Extraordinary vide S.O. 946 (E) dated 09.04.2009. A copy of the Order is enclosed. All posts in the Central Civil Services would now stand classified strictly in accordance with the norms of pay band and grade pay or pay scales as prescribed in the said Order.

4. In some Ministries/Departments, posts may exist which are not classified as per the norms laid down by this Department. If, for any specific reason, a Ministry/Department proposes to classify the posts differently,

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it would be necessary for that Department to send a specific proposal to Department of Personnel and Training giving full justification in support of the proposal within three months of this O.M. so that the exceptions to the norms of classification laid down in S.O .946 (E) dated 09- 04 - 2009 can be notified.



(P.PRABHAKARAN)

Deputy Secretary to the Government of India

All Ministries/Departments of the Government of India.

Copy forwarded to

1. Comptroller and Auditor General of India, New Delhi
2. Lok Sabha Secretariat/Rajya Sabha Secretariat/Ministry of Parliamentary Affairs.
3. Union Public Service Commission, New Delhi.
4. President's Secretariat/Vice-President's Secretariat/ Prime Minister's Office.
5. Election Commission of India, New Delhi.
6. Central Vigilance Commission, New Delhi.
7. Staff Selection Commission, New Delhi.
8. Central Bureau of Investigation, New Delhi.
9. Chief Secretaries of all State Governments/Union Territory Administrations.
10. All Attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pensions.
11. All Officers and Sections in the Ministry of Personnel, PG and Pensions.
12. NIC (DOPT) with the request that this O.M. may be placed on the Department's website (www.persmin.nic.in).

(100 spare copies).

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MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(Department of Personnel and Training)

ORDER

New Delhi, the 9th April, 2009

S.O. 946(E).—In exercise of the powers conferred by the proviso to article 309 and clause 5 of article 148 of the Constitution read with rule 6 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 and in supersession of the notification of the Government of India in the Department of Personnel and Training number S.O. 332(E) dated the 20th day of April, 1998, and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department; except as respects things done or omitted to be done before such supersession, the President hereby directs that with effect from the date of publication of this order in the Official Gazette, all civil posts under the Union, shall be classified as follows :—

Sl. No.	Description of Posts	Classification of posts
(1)	(2)	(3)
1. (a)	A Central Civil post in Cabinet Secretary's scale (Rs. 90000- fixed), Apex Scale (Rs. 80000-fixed) and Higher Administrative Grade plus scale (Rs. 75500-80000); and	Group A
(b)	A Central Civil post carrying the following grade pays :— Rs. 12000, Rs. 10000, Rs. 8900 and Rs. 8700 in the scale of pay of Rs. 37400-67000 in Pay Band-4, and Rs. 7600, Rs. 6600 and Rs. 5400 in the scale of pay of Rs. 15600-39100 in Pay Band-3	
2.	A Central Civil post carrying the following grade pays :— Rs. 5400, Rs. 4800, Rs. 4600 and Rs. 4200 in the scale of pay of Rs. 9300-34800 in Pay Band-2.	Group B
3.	A Central Civil post carrying the following grade pays :— Rs. 2800, Rs. 2400, Rs. 2000, Rs. 1900 and Rs. 1800 in the scale of pay of Rs. 5200-20200 in Pay Band-1.	Group C
4.	A Central Civil post carrying the following grade pays :— Rs. 1300, Rs. 1400, Rs. 1600, Rs. 1650 in the scale of pay of Rs. 4440-7440 in 1S Scale	Group D (till the posts are upgraded)

Explanation: For the purpose of this order Pay Band, in relation to a post, means the running Pay Bands specified in Part A, Section 1 of column 5 of the First Schedule to the Central Civil Services (Revised Pay) Rules, 2008.

[F.No. 11012/7/2008-Estt. (

C. B. PALIWAL, Jt. Secy.