



भारतीय समुद्री विश्वविद्यालय  
**INDIAN MARITIME UNIVERSITY**  
(Central University, Govt. of India)  
**HEADQUARTERS**

No.IMU-HQ/R/12/45/1/2018-Admin (HQ)

29<sup>th</sup> Dec. 2021

**CIRCULAR No. ADMN- 2201**

**Sub: Furnishing of Annual Property Returns, for the calendar year 2021  
by the officials of IMU – Reg.**

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1. The Annual Property Returns, for the calendar year 2021 has to be furnished by all the officials of IMU-HQ and Campuses as per CVC and GoI guidelines.
2. The Annual Property Returns (Movable & Immovable) are to be submitted by all the officials to IMU-HQ Administration Department through proper channel. Hence, all are requested to submit the same on or before 31.01.2022 as per attached forms (Movable & Immovable). The Heads of the Divisions /Sections of the IMU HQ are required to consolidate the Annual Property Returns of all the officials working under them and the same may be sent to the Administration Department with a detailed list of officials with the date of submission for whom the Annual Property Returns are forwarded to Administration Department.
3. The Campus Directors are requested to obtain the Annual Property Returns for the year 2021 from all the regular officials working in the campus within stipulated date without fail. A copy of returns of all officials shall be forwarded to IMU HQ for records.
4. It is also requested that all the campuses while forwarding the same shall submit a detailed list of officials with date of submission for whom the Annual Property Returns are forwarded to IMU HQ.

*Abhishek*  
29-12-21  
Contd...

5. It shall be brought to the notice of all officials concerned that those officers/officials who do not file their returns by 31.01.2022, appropriate disciplinary action will be initiated against them as per CVC's office order No.17/11/2020 dated. 23.11.2020.

**Encl:** As stated above

**To:-**

1. All employees of IMU-HQ
2. All Campus Directors

**Copy to:-**

1. VC: - For Information please.
2. Dean (NAOE & ART)/CoE (i/c)/FO (i/c)
3. CVO
4. DR (Admin), IMU-HQ
5. AR (A-I)/AR (A-II)/AR (Vig)
6. File

*Mahyamin*  
**Registrar (i/c)**  
29-12-21