



भारतीय समुद्री विश्वविद्यालय  
(केन्द्रीय विश्वविद्यालय, भारत सरकार)  
कोलकाता परिसर

पी-१९, तारातला रोड, कोलकाता - ७०००८८

IMU-KC/ADM/OCOM/03/2023-1

INDIAN MARITIME UNIVERSITY

(A Central University, Govt. of India)

KOLKATA CAMPUS

P-19, Taratala Road, Kolkata - 700088



08-01-2026

**OFFICE ORDER no. 03/01 of 2026**

**Furnishing of Annual Property Return (APR) for the Calendar Year 2025 by the Employees  
at IMU Kolkata Campus**

The Annual Property Returns (Movable & Immovable) for the calendar year 2025 has to be furnished by all employees of IMU Kolkata Campus as per directives received from IMU-HQ vide Circular No. IMU-HQ/R/12/45/1/2018-Admin (HQ) dated 06-01-2026.

Accordingly, all employees of Category 49(i), 49(ii) & 49(iii) at IMU-KC are hereby requested to mandatorily submit the duly filled in APR's for the calendar year 2025, **strictly in the prescribed format** (copy enclosed), to the respective Establishment Sections (I/II/III) as applicable, in unsealed condition, **on or before 31-01-2026**. All Dy. I/C's of the respective Establishment Sections, shall submit the collated APR's to the Deputy Registrar, IMU-KC, strictly on 03-02-2026, for onward submission to IMU-HQ.

It is brought to the notice of all employees concerned, that in respect of those employees who do not file their returns by 31-01-2026, appropriate disciplinary action shall be initiated against them as per CVC's Office Order no. 17/11/2020 dated 23-11-2023.

  
Campus Director

**Enclosures:** As above

**To:**

All Category 49(i), 49(ii) & 49(iii) employees at IMU-KC

**Copy to:**

1. Dean (SMET) / HoD (SMET) / HoD (i/c) (SMM)
2. Deputy Registrar / Assistant Registrars
3. Shri Anindya De, Section Officer / Shri Anirban Roy, Senior Assistant
4. Shri Lalit Kumar Yadav, PA to Director

**Indian Maritime University**STATEMENT OF MOVABLE PROPERTY RETURN FOR THE YEAR 2025  
[FOR TRANSACTIONS IN SHARES, SECURITIES, DEBENTURES  
AND INVESTMENT IN MUTUAL FUND SCHEMES ETC.]

01. Name & Designation :
02. Scale of Pay/Level and Present pay :
03. Details of each transactions made in shares :  
securities, debentures, mutual funds scheme etc.,  
during the calendar year.
04. Particulars of the party/firm with whom :  
transaction in made
- a) Is party related to the applicant :
- b) Did the applicant have any dealings :  
with the party in his official capacity at any  
time or is the applicant likely to have any  
dealings with him in the near future?
05. Source of sources from which financed :
- a) Personal Savings :
- b) Other sources giving details :
06. Any other relevant fact which :  
applicant may like to mention

## DECLARATION

I hereby declare that the particulars given above are true.

Station : Signature :

Date : Name :

Designation :

**INDIAN MARITIME UNIVERSITY****Statement of Annual Property Return for the year 2025 (as on 31-12-2025)**

Name of Officer (in full): ..... Designation: ..... Date of Birth : .....

Name of IMU Campus..... Present Pay:.....

Date of appointment: ..... Date of retirement: .....

Name of district sub-division, Taluk and village in which property is situated.	Name and details of property-housing, lands and other buildings.	Date of Acquisition of Property	Details of Prior Sanction / Intimation , as the case may be	Cost of construction/acquirement including land in case of house and year when purchased.	*Present Value	If not in own state in whose name held and his/her relationship to the servant.	How acquired whether by purchase, lease**, mortgage, inheritance gift or otherwise, with details of persons from whom acquired	Annual Income from Property	Remarks
1	2	3	4	5	6	7	8	9	10

Signature:.....

Date:.....

**Notes:**

1. \*In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
2. \*\*Includes short term lease also.
3. The declaration form is required to be filled in and submitted by every employee (Group A and Group B & C) of IMU on the first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person dependent on servant.
4. The wording 'no change' or 'no addition' or 'as in the previous year' should be avoided and full details provided.
5. The columns should be filled up neatly in capital letters.