

**THE HANDICRAFTS AND HANDLOOMS EXPORT CORPN OF INDIA LTD
NOIDA**

No.4/6/2015-Vig.

Dated: 13.01.2016

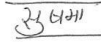
OFFICE ORDER

**Sub: Submission of Annual Property Statement>Returns of
Assets and Liabilities for the year 2015 (As on 31.12.2015)**

All the officers and staff are required to submit their property statement/returns of assets and liabilities in respect of properties, assets and liabilities held by them in their own name or in the name of any member of their family by 31st January every year.

It is requested that each official should check their details already available on the website and file their Annual Property Return through our website by 31st January 2016. Any change/modification (new entry/deletion/present value, etc) can be done as per the following procedure:

Go to HHEC Website www.hhecworld.in, click on Login for Annual Property Return Section and enter the **User Name (HHEC) and Password (noida@a2)** to access the Menu and follow the instructions on Screen. Take a printout of the completed form, sign and submit the hard copy to the undersigned.



**Sushma
Assistant Manager(Vig.)**

To :

**All officers/staff at HHEC Noida/
Chennai/Kolkata/Mumbai
All Shops
EDP Manager
Notice Board**