

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)  
(Accredited 'A' Grade by NAAC)



Gachibowli, Hyderabad-500 032, Telangana State  
Tel:+91(040)23006612-15 www.manuu.ac.in

No.MANUU/ER-I (B)/F-77/2018-19/177

3<sup>rd</sup> May, 2018

OFFICE MEMORANDUM

Sub: **Submission of Immovable Property Return by the employees of autonomous and subordinate institutes/organization in the Ministry of HRD**

Ref: 1. MANUU Circular No.MANUU/Admn&Gov.III/F.43/2015-16/972 dated 23.07.2015  
2. MANUU Circular No.MANUU/ER-I(B)/F.77/2017-18/711 dated 7.8.2017

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The University vide its Circulars cited, had requested all Group A & B employees including teachers of the University to submit their Annual Immovable Property Return every year latest by 31st January as required under Rule 18 (1) of CCS (Conduct) Rules.

2. Now, the University has received a communication from the Under Secretary (Desk.U), MHRD vide Letter F.No. 20-15/2016-Desk-U, dt. 2.1.2018, addressed to the Vice-Chancellors of all Central Universities, forwarding therewith a copy of Vigilance Section, MHRD OM No. C-19011/7/2017-Vig, dated 21.12.2017 wherein it has been requested to bring the aforesaid Vigilance Section OM to the notice of all Group A & B officers about the requirement of timely submission of annual property return under CCS (Conduct) Rules. In the light of the said OM issued by the Vigilance Section, the following directions are issued for strict compliance by every Group A & B teaching and non-teaching employees of the University:-

- i. All Institutes/organizations in the MHRD should circulate, in the month of December, the guidelines regarding submission of IPR before 31<sup>st</sup> January of the years
- ii. All employees including faculty in all centrally funded autonomous institutions and organization under the administrative jurisdiction of this Ministry would submit their Property Return latest by 31<sup>st</sup> January of the year to the competent authority. The said authority would notify on their website the fact of submission of such Return by the employees and would also name the employees on the site who fail to submit the IPR.
- iii. Such employees including faculty who fail to submit their Property Return within the stipulated time i.e. 31<sup>st</sup> January of every year, would be denied vigilance clearance in addition to take action under conduct rules applicable to them.

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- iv. The Bureau Heads will issue necessary instructions to all the Institutions under the Bureau for effective implementation of the above instructions.
  - v. Head of all centrally funded higher education institutions should make available a copy of these instructions to every employee who is required to submit their IPR.
3. All such employees who fail to submit the Annual Immovable Property Return with the prescribed time limit would be denied vigilance clearance henceforth in case they seek the same from the University for outside employment.
4. All the Group A & B teaching and non-teaching employees are, therefore, once again advised to submit their Annual Immovable Property Return (IPR) on prescribed format (also available on the University Website) to the ER-I & ER-II sections as the case may be in case they have not submitted the same till date. The Annual IPR for the year 2017 which was due for submission in January 2018 shall be submitted by every employee concerned latest by 31.5.2018.
5. Further, as per the requirement under CCS (Conduct) Rules, all the new appointees (teaching & non-teaching) shall be required to submit the declaration of the Statement of Immovable Property in the prescribed format along with the other initial documents.

  
REGISTRAR

Encls: (as above)

Copy to:-

1. All Deans of Schools of Studies, All Heads of the Departments/Centres/Satellite Campuses/Institutions & Principals CTEs/Polytechnics/ITIs/Model Schools/Dean (STCs)/CVO
2. Director (DDE), Regional Directors & In-charge, SRCs
3. All JRs/DRs/ARs/RDs/ARDs posted at Main Campus, Hyderabad
4. All Sectional Heads (Non-Teaching)
5. Office of the Vice-Chancellor/PVC/Registrar/FO/CoE/Librarian
6. Deputy Registrar (ER.I)/Assistant Registrar (ER.II) - for wide circulation
7. Director, CIT - For uploading on the MANUU website
8. PRO-cum-Urdu Officer -for translation of OM and uploading on the website.

F.No.20-15/2016-Desk-U  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education

Shastri Bhawan, New Delhi  
Dated the 2<sup>nd</sup> January, 2018.

To,  
The Vice-Chancellors of all Central Universities.

Subject: Submission of Immovable Property Return by the employees of autonomous and subordinate institutes/organizations in the Ministry of HRD.

Sir/Madam,

I am directed to forward herewith a copy of Office Memorandum No. C-19011/7/2017-Vig. dated 21.12.2017 alongwith its enclosures received from Vigilance Section, MHRD on the above cited subject, which is self-explanatory.

2. It is, therefore, requested to bring the aforesaid O.M. to the notice of the officers of your University for strict compliance.

Encl: As above

Yours faithfully,

  
(Vikas Tripathi)

Under Secretary to the Govt. of India

☎: 23388030

Copy to :-

Secretary, UGC for information and necessary action.

No.C-19011/7/2017-Vig.  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Vigilance Section

MS 322554/17

Shastri Bhawan, New Delhi.  
Dated the 21<sup>st</sup> December, 2017

OFFICE MEMORANDUM

Sub: Submission of Immovable Property Return by the employees of autonomous and subordinate institutes/organizations in the Ministry of HRD.

Rule 18 (1) (ii) of the CCS (Conduct) Rules requires submission of Annual Property Returns by all Group "A" and "B" Officers in respect of immovable property by 31<sup>st</sup> January of each year. Normally such a provision exists in all organizations even where organizations have their own conduct rules. As per guidelines issued by DOPT vide its Office Memorandum No.11012/11/2007-Estt.A dated 27<sup>th</sup> September, 2011, vigilance clearance shall be denied to an officer if he fails to submit his annual immovable property return of the previous year by 31<sup>st</sup> January of the following year, as required under GOI decisions under Rule 18 of the Central Civil Services (Conduct) Rules, 1964.

2. All Institutes/organization are required to circulate guidelines regarding submission of IPR by 31<sup>st</sup> January. However, it has also come to notice that these guidelines are not circulated by the Institutes. Due to non-circulation of the guidelines by the institutes, officers working in various institutions/organizations under the administrative control of this Ministry do not submit their Annual Immovable Property Return within the prescribed time limit and the concerned organizations are not making any serious effort to issue instructions to their employees in this regard. Often request for vigilance clearance are received from the concerned Bureau without certification of submission of IPR within the prescribed time limit and this results in denial of vigilance clearance.

3. In the recent past, Vigilance Division has issued directions to all Bureau Heads relating to timely submission of IPR vide OMs dated 13.08.2015, 05.04.2016 and 20.06.2017 (copies enclosed)

4. In view of the above, it is requested that following directions may again be circulated to the Institutes/organizations under respective Bureaus for strict compliance:-

- i. All Institutes/organizations in the MHRD should circulate, in the month of December, the guidelines regarding submission of IPR before 31<sup>st</sup> January of the year
- ii. All employees including faculty in all centrally funded autonomous institutions and organization under the administrative jurisdiction of this Ministry would submit their Property Return latest by 31<sup>st</sup> January of the year to the competent authority. The said authority would notify on their website the fact of submission of such Return by the employees and would also name the employees on the site who fail to submit the IPR.
- iii. Such employees including faculty who fail to submit their Property Returns within the stipulated time i.e. 31<sup>st</sup> January of every year, would be denied vigilance clearance in addition to take action under conduct rules applicable to them.
- iv. The Bureau Heads will issue necessary instructions to all the Institutions under the Bureau for effective implementation of the above instructions.
- v. Head of all centrally funded higher education institutions should make available a copy of these instructions to every employee who is required to submit their IPR.

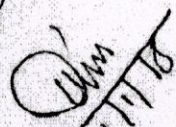
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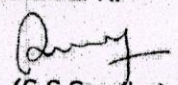
DS(SS)/USCw-Com  
DS(4)/US(6)

Urgent

29/12/2017

USCw(6)

TO  1/1/18  
All Bureau Heads in the MHRD

  
(S.S.Sandhu)  
Additional Secretary & Chief Vigilance Officer

No. 11012/11/2007-Estt.A  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

New Delhi, Dated 27<sup>th</sup> September, 2011

**OFFICE MEMORANDUM**

**Subject: Guidelines regarding grant of 'Vigilance Clearance' to members of Central Civil Services / Posts.**

The undersigned is directed to say that it has been decided by the Government that officers who have not submitted the Annual Immovable Property Returns by the prescribed time would be denied vigilance clearance and will not be considered for empanelment for senior level posts in Government of India.

2. Accordingly, in this Department's OM No. 11012/11/2007-Estt.A dated 14.12.2007, laying down guidelines regarding grant of vigilance clearance to members of Central Civil Services / Posts, in para 2 a new sub-para (f) will be inserted as under:

(f) Vigilance clearance shall be denied to an officer if he fails to submit his annual immovable property return of the previous year by 31<sup>st</sup> January of the following year, as required under Government of India decisions under Rule 18 of the Central Civil Services (Conduct) Rule, 1964.

  
(U.S. Chattopadhyay)

Under Secretary to the Government of India

All Ministries / Departments

Copy to:

1. Prime Minister's Office (w.r.t. their I.D. No. 600/31/C/33/2011-ES2, dated 15.03.2011)
2. Cabinet Secretariat
3. Secretary, CVC
4. UPSC
5. C&AG
6. NIC (DOP&T Cell) with the request to upload this O.M. on the website of DOP&T.

**STATEMENT OF IMMOVABLE PROPERTY AS ON .....** (eg. Land, Houses, Shops, other Buildings, etc.)

Description of property	Precise location (name of District, Division, Taluk & village in which the property is situated and also its distinction No. etc.	Area of land (in case of land and building)	Nature of Land (in case of land and property)	Extent of interest	If not in own name, whose name held and his/her relationship, if any, to the Institute employee	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 Institute employee, if any, with the person(s) concerned (Please see Note 1 below)	Value of property (please see Note 2 below)	Particulars of sanction of prescribed authority, if any	Total annual income from the property	Remarks
2	3	4	5	6	7	8	9	10	11	12	13

Name : \_\_\_\_\_ P. F. No. : \_\_\_\_\_ Signature : \_\_\_\_\_

Designation : \_\_\_\_\_ Date : \_\_\_\_\_

Note (1) For purpose of column 9, the 'lease' would mean of 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 Institute employee, 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.

Note (2) in column 10, should be shown, (a) where the property has been acquired by purchase, mortgage or lease price or premium paid for such acquisition. (b) Where it has been acquired by lease, the total annual rent thereof also and (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.