



No.MANUU/ER-1(B)/F.77/2020-21/1041

29th January, 2021

C I R C U L A R

Sub: Declaration of Immovable Property Return by the Teaching, Academic and Non-Teaching Staff of MANUU as per the guidelines issued by the Ministry of Education – Regarding.

Ref: O.M. No.C-19011/7/2017-Vig. Govt. of India, MoE, Dept. of Higher Education, Vigilance Section dated 06.01.2021.

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It has been notified to all Group A & B Employees (Teaching, Academic and Non - Teaching Officer / Staff) of MANUU that as per the requirement under rule 18(1) (ii) of the CCS (Conduct) Rules and in terms of O.M under reference they are required to submit their Annual Immovable Property Return every year latest by 31st January in the prescribed format (Annexure-A).

2. According to the said rules, immovable property inherited by an employee or owned or acquired by him/her on lease or mortgage either in his/her own name or in the name of any member or his/her family (viz., Children, Spouse) has to submit a return of his/her assets and liabilities in such form as may be prescribed by the Commission giving full particulars. However, it has been observed that a number of University employees are yet to submit their returns for the year 2020.

3. A soft copy in word format is attached to this Circular. All the employees are, therefore, directed to submit their Annual Immovable Property Returns in the prescribed format to the office of the Registrar latest by 28th February, 2021 in a sealed cover or by email (for teaching staff er1section@manuu.edu.in and for non-teaching staff er2section@manuu.edu.in).

4. Such Group A&B employees including faculty members who fail to submit their Property Return within the stipulated time would be denied vigilance clearance in addition to take action under conduct rules applicable to them. Further, no applications for outside employment shall be entertained.

5. The information furnished by each employee shall be kept as Confidential by the University.


Registrar I/c.

Copy to:

1. All Deans of Schools of Studies, All Head of the Departments/Centres/Satellite Campuses/Institutions & Principals CTEs/Polytechnics/ITIs/Model Schools/Dean(STCs)/CVO
2. Director (DDE), Regional Directors & In-charges, SRCs
3. All JRs/DRs/ARs/RDs/ARDS posted at Main Campus, Hyderabad
4. All Sectional Heads (Non-Teaching) / DR(ER-I) / AR (ER-I & II)
5. Office of the V.C / P.V.C. / Registrar / Finance Officer / CoE / Librarian
6. Director, CIT – For uploading on the MANUU website / PRO-cum-Urdu Officer – for translation of OM and uploading on the website
7. Concerned file

UNIVERSITY GRANTS COMMISSION

Statement of Assets and Liabilities for the year ending.....
 Name of Officer (in fill) with designation.....
 Section /Division in which working.....

Details of immovable property

1 Name of Distt. Sub-Division Taluk and Village in which property situated	2 Name & details of property home & lands other building	3 Present Value & annual income	4 If act in own name, status in whose name held and his/her relationship to the official and how acquired	5 Shares, Debentures and Cash, including bank deposits inherits (by him/her or similarly acquired or held by him/her	6 Other movable property inherited by him/her or similarly owned acquired or held by him/her	7 Debts & other liabilities incurred by him/her directly or indirectly	8 Remarks

Signature.....

Place.....

In case where it is not possible to assess the value accurately the approximate value calculated in present conditions may be indicated.

NOTE

1. The declaration form is required to be filled in and/submitted by every member of the staff of the UGC under rule 18(I) of the UGC Employees (Conduct) Regulations, 1967 on first appointment to the service and thereafter, at the interval of every 12 months giving particulars of all immovable/movable property etc. owned acquired or inherited by him/her or held by him/her on lease or mortgage in his/her own name or in the name of any member of his/her family or in the name of other person.
2. The value of items of movable property worth less than Rs. 1000/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books etc. need not be included in such returns.
3. Please affix additional sheet if the space above is insufficient for full particulars.