



F.No.MANUU/ER.I(B)/F.77/2017-18/250
7th May, 2019

OFFICE ORDER

Sub: Declaration of Immovable Property returns by the teaching, academic and Non-teaching Staff of MANUU as per the guidelines issued by the MHRD - Regarding.

Ref: MANUU Circular No. F.No.MANUU/ER.I(B)/F.77/2017-18/177 dated 3.5.2018

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) of the CCS (Conduct) Rules and in terms of Circular 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 of 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 2018.

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 31.5.2019 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 7/5/19

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 I/c
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)/DR (ER.I)/AR (ER.I)/AR (ER.II)
5. Office of the Vice-Chancellor/PVC/Registrar/FO/CoE/Librarian
6. Director, CIT - For uploading on the MANUU website PRO-cum-Urdu Officer-for translation of OM and uploading on the website.



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)
बहादुर साह जफर मार्ग, नई दिल्ली - 110 002
BahadurshahZafarMarg, New Delhi-110002
Phone : 011-23604328, 011-23604201



ज्ञान-विज्ञान विमुक्तये

No. 10-1/2012(Admn. I/A&B)

6th December, 2018

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CIRCULAR

Sub: Declaration of immovable/movable property etc. by the UGC employees under Regulation 18 (1) of the UGC Employees (Conduct) Regulations, 1967.

Every employee of the University Grants Commission on the first appointment to any cadre or post and thereafter on such intervals as may be specified by the Commission has to submit a return of his/her assets and liabilities in such form as may be prescribed by the Commission giving full particulars regarding:

- (m) Immovable property inherited by him/her, or owned or acquired by him/her on lease or mortgage either in his/her own name or the name of any member of his/her family or in the name of any other persons.
- (n) Shares, debentures and cash including bank deposits inherited by him/her or similarly owned, acquired or held by him/her.
- (o) Other movable property inherited by him/her or similarly owned, acquired or held by him/her; and
- (p) Debts and other liabilities incurred by him/her directly or indirectly.

The UGC Employees are accordingly requested to furnish this return in the prescribed Form (downloaded from ugc.eoffice.gov.in/ enclosed) for the year ending December, 2017 latest by 31.12.2018.

As per the direction of Central Vigilance Commission (CVC), the action taken in this regard has to be intimated to CVC from time to time.

The information furnished will be treated as **CONFIDENTIAL**.


(Dr. Nikhil Kumar)
Education Officer (Admn.)

Copy to:

1. All Officers/Sections, UGC.-
2. PS to Chairman/VCM/Secretary/AS/Dir. (A)/F.A., UGC.
3. All Regional Offices/ UGC NET Division/35, Ferozeshah Road, UGC, with sufficient proformas.
4. Notice Board
5. Guard File
6. UGC eoffice/ UGC website


(Sudha Sharma)
(Section Officer)