



गुजरात केन्द्रीय विश्वविद्यालय  
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)  
**CENTRAL UNIVERSITY OF GUJARAT**  
(Established by an Act of Parliament of India, No 25 of 2009)

F.No.9-58/2012-Admn. / 2208

17/01/2020

Circular No. 28/HR/2019-20

**Subject: Submission of Statement of Annual Immovable Property Return.**  
**Ref.: O.M.No.C-19011/7/2017-Vig. GoI, MHRD, DoHE, Vigilance Section, New Delhi, dated 09<sup>th</sup> January, 2020.**

With reference to above, I am directed to inform you that, it is mandatory requirement to submit the 'Statement of Annual Immovable Property Return' as per prescribed format enclosed at **Annexure-I**. In this regard, all Teaching and Non-Teaching (Group - A and Group - B) officials are requested to submit their duly filled 'Statement of Annual Immovable Property Return' to the Registrar's Office, Administration Block, Central University of Gujarat, Sector-29 Campus, Gandhinagar on or before **31/01/2020** (during office hours).

*Alok Chh*  
Registrar (Offg.)

**Encl: (1) O.M.No.C.19011/7/2017-Vig.**  
**(2) Annexure-I.**

**Copy to:**

1. All Teaching Staff. (By Email)
2. All Non-Teaching Staff (Group-A) (By Email)
3. All Non-Teaching Staff (Group-B) (By Email)
4. ICT Chairperson – With a request to upload on University Website.
5. Circular File
6. Guard File



सेक्टर-29, गांधीनगर-382030,  
फोन नं - 07923977407, फेक्स-07923260076  
Sector-29, Gandhinagar,  
Phone No. 07923977407, Fax-07923260076  
Email: registrar@cug.ac.in, website:  
[www.cug.ac.in](http://www.cug.ac.in)



F.T.S. 682192 (5)

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

Shastri Bhawan, New Delhi.  
Dated the 9<sup>th</sup> January, 2020

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, 20.06.2017, 21.12.2017 and 11.01.2019 (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 employees including faculty in all centrally funded autonomous institutions and organization under the administrative jurisdiction of this Ministry would be required to 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.
- ii. Employees who failed to submit the property return within the prescribed time limit would be denied vigilance clearance in terms of DOP&T's O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007 read with OM of even number dated 27.09.2011.

*Sanjay*

(Sanjay Kumar Sinha)  
Joint Secretary & Chief Vigilance Officer

To  
All Bureau Heads of Department of HE and Deptt. of School Education & Literacy

*[Handwritten mark]*

DSC CU (CON)

*R 10/1*  
*VS (K...)*

*P. send to all COO*  
*[Signature]*  
*13/01*  
*SO (WB)*

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C-34013/9/2015-Vig.  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Vigilance Section

Shastri Bhawan, New Delhi.  
Dated the 13<sup>th</sup> August, 2015

**OFFICE MEMORANDUM**

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

The matter relates to submission of Immovable Property Return by the employees including faculty in all centrally funded autonomous institutions and the institutions on which Ministry has administrative jurisdiction.

2. 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 they 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.

3. All Institutes/Organization are required to circulate guidelines to all the Group "A" & "B" Officers 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 every year or circulated very late. Due to non-circulation of the guidelines by the institutes, officers do not submit their IPR or submit it late. This results in denial of vigilance clearance to these officers.

4. In view of the above, it is requested that following directions may 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 November/December, the guidelines regarding submission of IPR before 31<sup>st</sup> January of the year, to all the Group "A" and "B" officers of their organization.
- ii. All employees including faculty in all centrally funded autonomous institutions and institutions on which the Ministry has administrative jurisdiction would submit their Property Return latest by 31<sup>st</sup> January 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. All Heads of Institutions would submit their Property Returns to the authority to whom he reports and a copy of said return to the Divisional Heads in the Department, who exercises the administrative jurisdiction over the Organization/Institution to facilitate the Divisional Heads to submit a certificate of timely submission of IPR while seeking vigilance clearance. The Bureau Head would also direct Divisional Heads in the Bureau to ensure that IPR submitted is notified on the website of the concerned Institute/organization.
- v. The Bureau Heads will issue necessary instructions to all Divisions in the Bureau for effective implementation of the above instructions.



(S.S. Sandhu)  
Joint Secretary & CVO

To

All Bureau Heads in the MHRD

Room No. 106, C-Wing, Shastri Bhawan,  
New Delhi, dated the April 5<sup>th</sup>, 2016


**Office Memorandum**

Subject: Submission of Immovable Property Return by the employees of Autonomous Institutions/Organisations/Subordinate Offices/PSUs under the administrative control of Ministry of Human Resource Development – regarding.

The undersigned is directed to refer to Vigilance Section's OM of even number dated 13.08.2015 (copy enclosed) on the above mentioned subject and to state that Instances have come to the notice of Vigilance Wing about non-observance of timely submission of Property Return in Autonomous Institutions/Organisations/Subordinate Offices/PSUs under the administrative control of Ministry of Human Resource Development, which results in the denial of vigilance clearance to officers for deputation, non-mandatory training and empanelment for senior level posts.

2. All Bureau Heads in the Ministry are, therefore, requested to kindly issue necessary instructions to all Autonomous Institutions/Organisations/Subordinate Offices/PSUs under their administrative control for effective implementation of the instructions issued vide above referred OM. Bureau Heads are further requested to instruct the Autonomous Institutions/Organisations/Subordinate Offices/PSUs under their administrative control to circulate these instructions regarding timely submission of IPR by 31<sup>st</sup> January to every employee who may need Vigilance clearance at some point of time.

Encl: As above

  
05/4/16  
(Vijay Kumar)

Under Secretary to the Government of India  
Tele: 011-23386317

To

All Bureau Heads in the Ministry

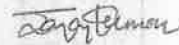
Shastri Bhawan, New Delhi - 110001  
Dated the 20<sup>th</sup> June, 2017

OFFICE MEMORANDUM

Subject: Request for grant of vigilance clearance received in Vigilance Wing, Department of Higher Education from various Bureaus - regarding.

It has been noticed that officers working in various institutions/organizations under the administrative control 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 received from the Bureau shows that most of the officers, whose vigilance clearance have been sought for some important assignments in the organizations under the Ministry have not submitted the IPRs within the prescribed time limit. As per DOP&T OM No. 11012/11/2007-Estt.A dated 27.09.2011 "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 Government of India decisions under Rule 18 of the Central Civil Services (Conduct) Rules, 1964 (Copy enclosed). In view of the above, it is reiterated that:

1. All the employees of the organizations under the Ministry would be required to submit the IPRs latest by 31<sup>st</sup> January to the competent authority.
2. Employees who failed to submit the property return with the prescribed time limit would be denied vigilance clearance in terms of Department of Personnel and Training's OM No. 11012/11/2007-Estt.A dated 14.12.2007 read with OM of even number dated 27.09.2011.
2. All the Bureaus in the Department of Higher Education and School Education & Literacy are requested to bring the above mentioned information to the notice of the organizations/institutions under their administrative jurisdiction with instruction to give a copy of the DOP&T OM to every officer/official of the organization/institutions, for strict compliance.
3. This issues with the approval of Chief Vigilance Officer, Department of Higher Education.



(Sanjay Kumar)  
Under Secretary to the Govt. of India

To

All Bureau Heads in the Ministry of Human Resource Development.

Copy to : PSO to Secretary(H.E)/Secretary (SE&L)/CMIS

23624/17

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20/6

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

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.

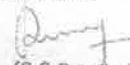
Rule 18 (1) (ii) of the CCS (Conduct) Rules requires submission of Annual Property Returns by all Group "A" and "B" Officers in respect of immovable property by 31<sup>st</sup> January of each year. Normally such a provision exists in all organizations even where organizations have their own conduct 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 Institutes 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.

  
(S.S. Sandhu)

Additional Secretary & Chief Vigilance Officer

To



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

Shastri Bhawan, New Delhi.  
Dated the 11<sup>th</sup> January, 2019

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.

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- ii. Employees who failed to submit the property return within the prescribed time limit would be denied vigilance clearance in terms of DOP&T's O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007 read with OM of even number dated 27.09.2011.

  
(S.S. Sandhu)

Additional Secretary & Chief Vigilance Officer

To  
All Bureau Heads in the MHRD