Office of the Registrar  
(General Section)  
Aligarh Muslim University  
Aligarh

No. D.1026/Gen  

Dated: 21.01.2019

CIRCULAR

In continuation of Office Memos. No.497/Gen dated 1.09.2012 and No D 937 /Gen dated 15-09-2015, No.259/Gen dated 13/07/2017 and 805/Gen dated 11.01.2018 and in pursuance to the instructions issued vide OMs Nos.C.19011/7/2017-Vig. dated 20th June and 21st December, 2017, No. C-34013/9/2015-Vig. Dated 13th August 2015 and 5th April, 2016, and No.C-19011/7/2017-Vig. dated 11th January 2019 of MHRD, communicated by the Govt. of India, vide F.No.20-15/2016-Desk-U dated 2nd January 2018, MHRD, New Delhi (Copies enclosed) the Vice-Chancellor has approved the follow up action on the same.

Henceforth all the Group A and B Teaching and Non-Teaching employees/Officers would be required to submit the Annual Immovable Property Return's of the previous year latest by 31st January of the following year on the prescribed proforma printed overleaf to the Vice Chancellor through Registrar.

All such employees who fail to submit the Annual Immovable Property Return within the prescribed time limit would be denied vigilance clearance henceforth in case they seek the same from the University.

All concerned are requested to kindly submit Annual Immovable Property Return on prescribed format printed overleaf to the Vice-Chancellor through Registrar with effect from 1-10-2012 each year in case they have not done so till date.

(Abdul Hamid)  
IPS  
Registrar

Copy to:--
1. All Deans of the Faculties/DIW,  
2. All Chairmen of the Departments of Studies,  
3. All Principals of Colleges/Polytechnics/Schools  
4. All Coordinators/Directors of Institutes/Centres/Units  
5. All Heads of the Offices/Sections/Cells,  
6. Property Officer for taking necessary action.  
7. AR, VC/PVC’s Sectt for taking necessary action and information.  
8. P.A./P.S. to Registrar/Controller/Finance Officer  
9. Joint/Asst Registrar (DE) with the advice to ensure in future that employee concerned has filed his AIPR of previous years while providing a Vigilance report of him/her.  
10. Joint Registrar (Records) with the advice to keep the AIPR filed by the employees in their respective personal files.  
11. Shri S.S. Sandhu, Additional Secretary & Chief Vigilance Officer, MHRD, Department of Higher Education, Vigilance Section, Shastri Bhawan, New Delhi.
ANNUAL PROPERTY RETURN FOR THE YEAR 20____ - 20____
[As per rule 18 of Central Civil Services (Conduct) Rule 1964]

Name of the Department: 

ID NO. :

<table>
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<tr>
<th>Name of Tehsil, Village, District in which property is situated</th>
<th>Name &amp; detail of Property</th>
<th>Present Value</th>
<th>If not in own named state in whose name held &amp; his/her relation to the Govt. Servant</th>
<th>How acquired whether by purchased, gift, lease, inheritance, mortgage and other wise date of acquisition and name with details of person/persons from whom acquired.</th>
<th>Annual Income from the Property</th>
<th>Remark</th>
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Signature
OFFICE MEMORANDUM

Shastri Bhawan, New Delhi – 110001
Dated the 20th June, 2017

File No. C. 19013/7/2017-Vig.
Government of India
Ministry of Human Resource Development
Department of Higher Education
Vigilance Section

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 of 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 sought for some important assignments in the organizations under the Ministry have not been submitted in 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 31st 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 31st January to the competent authority.
2. Employees who fail to submit the property return within 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: P/ To Secretary (H.E)/Secretary (SE&L)/CMIS
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 31st 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-EsttA dated 27th 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 31st 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 31st 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 31st 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 31st 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. 31st 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.

To

All Bureau Heads in the MHRD

Additional Secretary & Chief Vigilance Officer

(S.S.Sandhu)
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 31st 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 27th 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 31st 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 31st 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 31st 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 31st 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.
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 31st January to every employee who may need Vigilance clearance at some point of time.

Encl: As above

Under Secretary to the Government of India

(Vijay Kumar)

To:

All Bureau Heads in the Ministry
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 31st 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 27th 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 31st 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 31st 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 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 and 21.12.2017 (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 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 31st 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.

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

To All Bureau Heads in the MHRD
OFFICE MEMO.

Rule 18 (01) (ii) of the C.C.S. (Conduct) rules have a mandatory provision for submission of annual property return in respect of immovable property by all Group A & B officers/employees of each year.

The Vice-Chancellor, in exercise of power conferred under section 19(3) of AMU Act, 1920 on behalf of Executive Council, has decided that the immovable property return be submitted by all officers/employees of Group A & B will be placed before him by 1st October, 2012.

All Group A & Group B Teaching and Non-teaching employees/officers of the University are requested to submit annual property returns on prescribed format overleaf latest by 1st October, 2012 to the Vice-Chancellor through Registrar.

The said action of the Vice-Chancellor will be reported in the next meeting of the Executive Council.

Shahrukh Shamshad
Group Captain (Retd.)
Registrar

Copy to: –

01. All Deans of Faculties/DSW,
02. All Chairman of the Departments of Studies,
03. All Principals of Colleges/Polytechnics/Schools,
04. All Coordinators/Directors of Institutes/Centres/Units
05. Proctor, AMU,
06. University Librarian, Maulana Azad Library,
07. All Heads of the Offices/Sections/Cells,
08. Deputy Registrar (Councils) for report to E.C.
09. P.S. to Finance Officer/Controller/Registrar

Registrar
CIRCULAR

In continuation of Office Memo. No.497/Gen dated 01.09.2012, pursuant to the instruction issued vide OM No.C34013/9/2015-Vig. Dated 13th August, 2015 of MHRD communicated by the Govt. of India, vide letter F.No.20-25/2015-Desk-U(Coord.), MHRD, New Delhi regarding submission of Immovable Property Return by the employees of autonomous and subordinate institutes/organizations in the Ministry of HRD (copies enclosed for ready reference), the competent authority has considered the same for follow up action.

All concerned are requested to kindly submit annual property return on prescribed format printed overleaf to the Vice-Chancellor through Registrar.

(Dr. Asfar Ali Khan)
Registrar

Distribution:

01. All Deans of the Faculties/DSW,
02. All Chairmen of the Departments of Studies,
03. All Principals of Colleges/Polytechnics/Schools
04. All Coordinators/Directors of Institutes/Centres/Unit
05. Proctor, AMU
06. University Librarian, Maulana Azad Library
07. All Heads of the Offices/Sections/Cells,
08. Property Officer for taking necessary action.
09. P.A./P.S. to Registrar/Controller/Finance Officer
CIRCULAR

In continuation of Office Memo. No.497/Gen dated 1.09.2012 and No D 937 /Gen dated 15-09-2015 and in pursuance to the instructions issued vide OMs Nos.C.190117/7/2017-Vig. dated 20th June, 2017 of MHRD, 11012/11/2007-Estt. (A) dated 14th December, 2007 and 11012/11/2007-Estt. A dated 27th September 2011 communicated by the Govt. of India, vide letter F.No.20-34/2017-CU.Cdn dated 23rd June 2017), MHRD, New Delhi (Copies enclosed), the Vice-Chancellor has approved the follow up action on the same.

Henceforth all the Group A and B Teaching and Non Teaching employees/ Officers would be required to submit the Annual Immovable Property Returns of the previous year latest by 31st January of the following year on the prescribed proforma printed overleaf to the Vice Chancellor through Registrar.

All such employees who fail to submit the Annual Immovable Property Return within the prescribed time limit would be denied vigilance clearance henceforth in case they seek the same from the University.

All concerned are requested to kindly submit Annual Immovable Property Return on prescribed format as mentioned above to the Vice-Chancellor through Registrar with effect from 1-10-2012 each year in case they have not done so till date.

(Prof. Javiad Akhter)
Registrar

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9. AR VC Sectt for taking necessary action and information.
10. P.A./P.S. to Registrar/Controller/Finance Officer
11. Joint/Deputy /Asst Registrar (DE) with the advice to ensure in future that employee concerned has filed his AIPR of previous years while providing a Vigilance report of him/her.
12. Joint/Deputy/Asst Registrar (Records) with the advice to keep the AIPR filed by the employees in their respective personal files.
13. Shri Vikas Tripathi, Under Secretary, MHRD, Shastri Bhawan, New Delhi.
CIRCULAR


Henceforth all the Group A and B Teaching and Non Teaching employees/Officers would be required to submit the Annual Immovable Property Return of the previous year latest by 31st January of the following year on the prescribed proforma printed overleaf to the Vice Chancellor through Registrar.

All such employees who fail to submit the Annual Immovable Property Return within the prescribed time limit would be denied vigilance clearance henceforth in case they seek the same from the University.

All concerned are requested to kindly submit Annual Immovable Property Return on prescribed format printed overleaf to the Vice-Chancellor through Registrar with effect from 1-10-2012 each year in case they have not done so till date.

(Dr. Nazim Husain Jafri)
Officiating Registrar

Copy to:-
01. All Deans of the Faculties/DSW,
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11. Shri Vikas Tripathi, Under Secretary, MHRD, Shastri Bhawan, New Delhi.

Officiating Registrar