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.19011/7/2017-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 Return’s of the previous year latest by 31st January of the following year on the prescribed proforma printed overhead 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. Javaid Akhter)
Registrar,

Copy to:-
1. All Deans of the Faculties/DSW,
2. All Chairmen of the Departments of Studies,
3. All Principals of Colleges/Polytechnics/Schools
4. All Coordinators/Directors of Institutes/Centres/Unit
5. Proctor, AMU
6. University Librarian, Maulana Azad Library
7. All Heads of the Offices/Sections/Cells,
8. Property Officer for taking necessary action.
9. AR VC Sectt for taking necessary action and information.
10. P.A./P.S. to Registrar/Controller/Finance Officer
11. Joint/Deputy /Asstt 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/Asstt 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.
ANNUAL PROPERTY RETURN FOR THE YEAR 20__ - 20___

[As per rule 18 of Central Civil Services (Conduct) Rule 1964]

<table>
<thead>
<tr>
<th>Name &amp; Address of Employee/Officer</th>
<th>Name &amp; Address of Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Post held</td>
<td>Registrar's Office</td>
</tr>
<tr>
<td>Present Pay</td>
<td>ID NO.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<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 purchase, 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Shastri Bhawan, New Delhi – 110001
Dated the 20th 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 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 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: Sr. PPS to Secretary(H.E)/Secretary(SE&L)/CMIS
MOST IMMEDIATE

No. 11012/11/2007-Estt. (A)

Government of India
Ministry of Personnel & Public
Grievances & Pensions
(Department of Personnel & Training)

New Delhi,
Dated the 14th December, 2007

OFFICE MEMORANDUM

Subject: Guidelines regarding grant of vigilance clearance to members of the Central Civil Services/Central Civil posts.

The undersigned is directed to say that the matter regarding guidelines for giving vigilance clearance to members of the Central Civil Services/Central Civil posts has been reviewed by the Department of Personnel & Training and it has been decided that the following guidelines for the grant of vigilance clearance to Government servants belonging to the Central Civil Services/Central Civil posts shall be applicable with immediate effect:

1. These orders regarding accordance of vigilance clearance to members of the Central Civil Services/posts shall be applicable with respect to (a) empanelment, (b) any deputation for which clearance is necessary, (c) appointments to sensitive posts and assignments to training programmes (except mandatory training). In all these cases, the vigilance status may be placed before and considered by the Competent Authority before a decision is taken in each case.

2. The circumstances under which vigilance clearance shall not be withheld shall be as under:

   a) Vigilance clearance shall not be withheld due to the filing of a complaint, unless it is established on the basis of at least a preliminary inquiry or on the basis of any information that the concerned Department may already have in its possession, that there is a prima facie substance to verifiable allegations regarding: (i) corruption (ii) possession of assets disproportionate to known sources of income (iii) moral turpitude and (iv) violation of the Central Civil Services (Conduct) Rules, 1964.

   b) Vigilance clearance shall not be withheld if a preliminary inquiry mentioned in 2(a) above takes more than three months to be completed.
No. 11.012/11/2007-Estt.A  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  

New Delhi, Dated 27th 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. 11.012/11/2007-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 31st 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.
of the charges and the facts and circumstances, in the following situations:

a) where the investigating agency has found no substance in the
   allegation but the Court refuses to permit closure of the FIR; and
b) where the investigating agency/inquiry officer holds the charges as
   proved but the competent administrative authority differs, or
   the converse.

5. While considering cases for grant of vigilance clearance for the
   purpose of empanelment of members of the Central Civil Services/Central
   Civil posts of a particular batch, the vigilance clearance/status will continue to
   be ascertained from the respective Cadre Authority. In all such cases, the
   comments of the Central Vigilance Commission will be obtained. However, if
   no comments are received within a period of three months, it will be
   presumed that there is nothing adverse against the officer on the records of
   the body concerned.

6. Vigilance clearance will be issued in all cases with the approval of the
   Head of Vigilance Division for officers upto one level below their seniority in
   service. In the case of officers of the level of Additional Secretary/Secretary,
   this will be issued with the approval of the Secretary. In case of doubt, orders
   of the Secretary will be obtained keeping in view the purpose for which the
   vigilance clearance is required by the indenting authority.

7. Vigilance clearance will not normally be granted for a period of three
   years after the currency of the punishment, if a minor penalty has been
   imposed on an officer. In case of imposition of a major penalty, vigilance
   clearance will not normally be granted for a period of five years, after the
   currency of punishment. During the period, the performance of the officer
   should be closely watched.

8. Insofar as the personnel serving in the Indian audit and accounts
   Department are concerned, these instructions have been issued after
   consultation with the Comptroller and Auditor General of India.

9. All the Ministries/Departments are requested to bring the above guidelines
   for the notice of all concerned for information and compliance.

(P. Prabhakaran)
Deputy Secretary to the Government of India
F.No.20-34/2017-CU.Cdn
Government of India
Ministry of Human Resource Development
Department of Higher Education
Central Universities Division.

Shastri Bhawan, New Delhi
Dated the 23 June, 2017.

To

All Vice Chancellors of Central Universities

Sub: Request for Grant of vigilance clearance received in Vigilance Wing, Department of Higher Education from various Bureaus—regarding.

Sir,

Please find enclosed herewith a copy of O.M. F.No.C.19011/7/2017-Vig. Dated 20th June, 2017 along-with its enclosures received from Vigilance Section of this Ministry on the subject mentioned above.

2. It is, therefore, requested to bring the attached OM to the notice and give a copy to each & every officer/official of the Universities for strict compliance.

Yours faithfully,

Encl: As above.

(Vikas Tripathi)
Under Secretary to the Govt. of India
Tel.No.23388030
Copy forwarded to:

1. Prime Minister’s Office (with reference to their I.D. No. 600/68/13/07-ESII, dated 24.10.2007).
2. Cabinet Secretariat
4. Secretary, Central Vigilance Commission.
5. Central Bureau of Investigation, New Delhi.
7. Comptroller and Auditor General of India, New Delhi.

Copy to:
(i) PS to MOS(PP)
(ii) PPS to Secretary(P)
(iii) PPS to AS(S&V)
(iv) PPS to EO & AS
(v) PS to JS(E)
(vi) PS to JS(V) (w.e.f. AVD Division’s O.M. No. 104/33/2005-AVD-I dated 3-10-2005)

(P. Prabhakaran)
Deputy Secretary to the Government of India
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 Chairmen 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
OFFICE OF THE REGISTRAR
(GENERAL SECTION)
ALIGARH MUSLIM UNIVERSITY
ALIGARH

NO. D\textsuperscript{937}/GEN

DATED: 15/09/2015

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 13\textsuperscript{th} 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.

\frac{\text{(Dr. Asfar Ali Khan)}}{14/09/15}  
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