

No. C – 19011/7/2017–Vig.
Government of India
Ministry of Education
Department of Higher Education
Vigilance Section

Shastri Bhawan, New Delhi.
dated the 31st December, 2021.

OFFICE MEMORANDUM

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

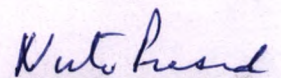
Rule 18 (1) (ii) of the CCS (Conduct) Rules requires submission of Annual Property Returns by all Group "A" and "B" Officers in respect of immovable property by 31st January of each year. Normally such a provision exists in all organizations even where organizations have their own conduct rules. As per 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 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, MoE had issued directions to all Bureau Heads relating to timely submission of IPR vide OM's dated 13.08.2015, 05.04.2016, 20.06.2017, 21.12.2017, 11.01.2019, 09.01.2020 and 06.01.2021 (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 for empanelment, deputation and applying to sensitive posts and assignment to training programme (except mandatory training)** as the IPR status of concerned officer needs to be checked for the said purpose(s), 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.


(Neeta Prasad)

Joint Secretary & Chief Vigilance Officer

To

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

STATEMENT OF IMMOVABLE PROPERTY (eg. Land, Houses, Shops, other Buildings. etc.)

Name of District, Sub-Division, Taluk and Village in which property is situated	Name and details of property		* Present Value	If not in own name state in whose name held and his/her relationship to the Government Servant	How acquired whether by purchases, lease**, mortgage inheritance, gift, or otherwise, with date of acquisition and name with details of person/ persons from whom acquired	Annual income from the property	Remarks
	Housing and other buildings	Lands					

Name : _____

P. F. No.: _____

Signature: _____

Designation : _____

Department _____

Date : _____

Inapplicable clause to be struck out.

* In case where it is not possible to assess the value accurately the approximate value in relation to present condition may be indicated.

** Include short-term lease also

The working 'No Change or No addition opr as in previous year' may be avoided and all details be filled up.

Note: The declaration form is required to be filled in and submitted by every member of Group 'A' and Group 'B' of the Institute, on the first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him/her or held by him/her on lease or mortgage, either in his/her own name or in the name of any members of his family.