



**Office of the Registrar / कुलसचिव कार्यालय**

No.MANUU/ER-1(B)/F.77/2023-24/1461

04<sup>th</sup> January, 2024

**CIRCULAR**

**Sub: Declaration of Immovable Property Return by the Teaching, Academic and Non-Teaching Staff of MANUU as per the guidelines issued by the Ministry of Education – Regarding.**

**Ref: O.M. No.C-19011/7/2017-Vig. Govt. of India, MoE, Dept. of Higher Education, Vigilance Section, New Delhi dated 23.12.2023.**

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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) (ii) of the CCS (Conduct) Rules and in terms of O.M under reference they are required to submit their Annual Immovable Property Return every year latest by 31<sup>st</sup> 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 or 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 2023.

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 **15<sup>th</sup> February, 2024** in a sealed cover or by email (for teaching staff [er1section@manuu.edu.in](mailto:er1section@manuu.edu.in) and for non-teaching staff [er2section@manuu.edu.in](mailto: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.

**कुलसचिव / REGISTRAR**

**Copy to:**

1. All Dean of Schools, All Head of the Departments/Centres/Satellite Campuses/Institutions & Principals CTEs/Polytechnics/ITIs/Model Schools/Dean(STCs)/CVO
2. Director (DDE), Regional Directors & In-charges, SRCs
3. All DRs/ARs/RDs/ARDs posted at Main Campus, Hyderabad / Off Campuses
4. All Sectional Heads (Non-Teaching) / AR (ER-I & II)
5. Office of the VC / Registrar / OSD-I / OSD-II / Finance Officer I/c. / CoE / Librarian
6. Director, CIT – For uploading on the MANUU website / PRO – for translation of OM and uploading on the website / 7. Concerned file

**Gachibowli, Hyderabad - 500 032, T.S. India**

Tel: +91(040) 2300-6601(VC-Office), 2300-6121(Registrar), 2300-6604(Fax)

EPABX 2300-6612, 13, 14, 15 Website: [www.manuu.ac.in](http://www.manuu.ac.in)

**UNIVERSITY GRANTS COMMISSION**

Statement of Assets and Liabilities for the year ending.....  
 Name of Officer (in fill) with designation.....  
 Section /Division in which working.....

**Details of immovable property**

Name of Distt. Sub-Division Taluk and Village in which property situated	Name & details of property home & lands other building	Present Value & annual income	If act in own name, status in whose name held and his/her relationship to the official and how acquired	Shares, Debentures and Cash, including bank deposits inherits ( by him/her or similarly acquired or held by him/her	Other movable property inherited by him/her or similarly owned acquired or held by him/her	Debts & other liabilities incurred by him/her directly or indirectly	Remarks
1	2	3	4	5	6	7	8

Signature.....

Place.....

In case where it is not possible to assess the value accurately the approximate value calculated in present conditions may be indicated.

**NOTE**

1. The declaration form is required to be filled in and/submitted by every member of the staff of the UGC under rule 18(I) of the UGC Employees (Conduct) Regulations, 1967 on first appointment to the service and thereafter, at the interval of every 12 months giving particulars of all immovable/movable property etc. owned acquired or inherited by him/her or held by him/her on lease or mortgage in his/her own name or in the name of any member of his/her family or in the name of other person.
2. The value of items of movable property worth less than Rs. 1000/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books etc. need not be included in such returns.
3. Please affix additional sheet if the space above is insufficient for full particulars.