



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
MAULANA AZAD NATIONAL URDU UNIVERSITY

A Central University under Ministry of Education  
Government of India



**Office of the Registrar / कुलसचिव कार्यालय**  
**Establishment and Recruitment Section-I (Teaching)**

No.MANUU/ER-1(B)/F.77/2026-27/217

13 May, 2026

**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: 1. O.M. No.C-19011/7/2017-Vig. Govt. of India, MoE, Dept. of Higher Education, Vigilance Section, New Delhi dated 02.01.2026.**  
**2. Vice - Chancellor's approval dated 13.05.2026.**

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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 of the CCS (Conduct) Rules, 1964 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 2025.

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 **22<sup>nd</sup> May, 2026** in a sealed cover or by email (for **teaching staff** (er1section@manuu.edu.in) and for **non-teaching staff** (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
7. Concerned file

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

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