



इलाहाबाद विश्वविद्यालय

प्रयागराज – 211 002, उ०प्र० (भारत)

UNIVERSITY OF ALLAHABAD

Prayagraj – 211 002, U. P. (INDIA)



No: ०४
Date: ०३/०१/२०२४

Circular

Submission of Immovable Property Return 2023 by the employees-reg.

1. This is with reference to the instructions received from the Ministry of Education, Department of Higher Education Vide Office Memorandum No.C-19011/7/2017-Vig. Dated 23rd December, 2023 informed that as per 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. 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/faculty member if he/she fails to submit his annual immovable property return of the previous year by 31st January of the following year, as required under GOI decision under Rule 18 of the Central Civil Services (Conduct) Rules, 1964.
2. In view of above instructions, all the employee belonging to Group "A", "B" and "C" including all faculty members are hereby requested to submit their Annual Property Returns for the year 2023 in the prescribed format as enclosed herewith on or before 31st January, 2024 to the Joint Registrar (Establishment).
3. The copy of the guidelines regarding submission of Immovable Property Return as per Office Memorandum No.C-19011/7/2017-Vig. Dated 23rd December 2023, issued by Ministry of Education shall be available for ready reference on University website for more information (Annexure-A)
4. All the Head of Departments/Directors/Coordinators of this University are requested to collect the required information in the format from all the faculty members working in your department and all the employees (non-teaching) including Group "A" and "B" officers and send the same to the Establishment Section in consolidated manner.
5. Further, all the Head of Departments, Directors and Coordinators of the institutes/Centers University of Allahabad shall ensure receiving of Annual Property Return before forwarding the proposal for issuing of No Objection Certificate (NOC) in respect of the faculty & Non-teaching employees including Group "A" & "B" officers working in their respective departments.

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6. All the Principals of the Constituent Colleges are requested to take further necessary action in this matter and obtain the same from all the employees (Faculty members and all non-teaching staff and officials) and keep all the records in their respective colleges only. Status report may kindly be sent to the office of the Dean (College Development) for information.
7. The copy of the prescribed proforma for submission of the Annual Property Return 2023 is available on University's website.

NK
03/11/2024
(Prof N. K. Shukla)

Registrar

Encl: As above.

Copy to:-

1. All the Deans of Faculties (Commerce/Law/Arts/Science), UoA.
2. All Deans (Students Welfare/College Development/Research & Development), UoA.
3. All Head of Department, UoA.
4. All the Director/Coordinators of Institutes and Centers.
5. All the Principals/Director of the Constituents Colleges/ Institutes, UoA with request to take further action.
6. The Proctor, UoA.
7. The Controller of the Examination, UoA.
8. The Librarian, Central Library, UoA.
9. The Finance Officer, UoA.
10. All Joint Registrar/Deputy Registrar/Assistant Registrar.
11. The University Engineer/Law Officer/PRO/SMO/Estate Manager/Security Officer/CPIO/Information Scientist UoA
12. All the employees belong to Group "A", "B" & "C" of the UoA.
13. Chairman, ICT cell with request to upload the Circular, Format and guidelines as enclosed on University website.
14. Notice Board/Guard File.
15. SVC for kind information of the Hon'ble Vice-Chancellor.

Mandh
Joint Registrar (Personnel)

University of Allahabad

Statement of Immovable Property for the Year ended 31.12.2023

(i.e. Position as on 31.12.2023)

1. Name of the Faculty/Officer/Staff (in full) :
2. Present post held :
3. Name of the Department :
4. Present Pay (Basic Pay) :

Name of the District, Taluk & Village in which property is situated	Name and details of property Housing and other buildings	Land s	Present Value*	If not in own, name in whose name held and his/her relationship to the member of the service/Govt . servant	How acquired whether by purchase, Lease**, Mortgage, Inheritance gift or otherwise with date of acquisition and name with details of person/persons from whom acquired.	Annual Income from property	Remarks

(Separate sheet may be attached if needed)

Note: * In case, where it is not possible to assess the value accurately. The approx. value in relation to present conditions may be indicated.

**Includes short term lease also.

(Signature)

Date: