



**DR. BHIM RAO AMBEDKAR COLLEGE**  
**(University of Delhi)**

Main Wazirabad Road, Delhi-110094, Phones: 22814126, Telefax: 22814747  
Email: info@drbrambedkarcollege.ac.in; brambedkarcollege.du@gmail.com;  
principal@drbrambedkarcollege.ac.in; www.drbrambedkarcollege.ac.in



Ref. No. BRAC/ 2018-19/ 1160

Dated: 22.03.2019

**URGENT**  
**(NOTICE)**

Sub: "Submission of Immovable Property Return by the employees

Ref: University of Delhi, Email Dt. "Mon, Mar 11, 2019 at 3:48 PM"

All employees of the College are required to submit their Immovable Property Return in duly filled in Proforma latest by 28.03.2019 in the Dak Section of the College. All related office memorandum/ circular/guidelines/proforma in this regard are uploaded on the College website.

This letter clearly states: "Employees who failed to submit the property return with the prescribed time limit would be denied vigilance clearance . . .".

Please treat this most important and urgent.

G  
22.03.  
PRINCIPAL  
18

Copy to:

- (1) S.O.(Admn.): for wide circulate.....; (2) SNA: to please upload on college website and also email to all teaching and non-teaching staff.....;
- (3) Teaching & Non-teaching Notice Board.....

## Form for Annual Immovable Property Returns

Name of the Officer (in full) and Service \_\_\_\_\_

1. Present Post:
2. Present Pay: Rs.

Name of District, Sub-Division, Taluk and Village in which Property is situated	Name and details of property			If not in own name held and his/her relationship to the Government servant	How acquired whether by purchase lease ** mortgage inheritance, gift, or otherwise, acquisition and name with details of person/persons from whom acquired	Annual income from the property	Remarks
	Housing and other buildings	Lands	*Present Value				
1	2	3	4	5	6	7	8

Signature.....

Date.....

If applicable clause to be struck out.

\*In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicate.

\*\*Includes short-terms lease also

### Submission of Immovable Property Return by the employees

Mon, Mar 11, 2019 at 3:48 PM

College Branch <collegebranch3du@gmail.com>

To: "A. R. S. D. College" <principal.arsd@gmail.com>, "A. R. S. D. College" <principal.arsdcollege@gmail.com>, Acharya Narendra Dev College <principal@andc.du.ac.in>, Aditi Mahavidyalaya <info@amv94.org>, Aditi Mahavidyalaya <mamta610@gmail.com>, Aryabhatta College <admin@aryabhattachcollege.ac.in>, Aryabhatta College <msinhadu@yahoo.co.in>, Aryabhatta College <rlaeve@yahoo.co.in>, Bhagini Nivedita College <bnc.kair@gmail.com>, Bhagini Nivedita College <saikia77@gmail.com>, Bharati college <principalbc@gmail.com>, Bhaskaracharya College of Applied Sciences <bhaskaracharya.college@gmail.com>, Bhaskaracharya College of Applied Sciences <bcasadm@gmail.com>, Bhim Rao Ambedkar College <brambedkarcollege.du@gmail.com>, College of Vocational Studies <cvs\_1972@yahoo.com>, College of Vocational Studies <du.cvs.principal@gmail.com>, College of Vocational Studies <drinderjeet@yahoo.com>, Daulat Ram College <daulatramcollegedu@gmail.com>, Deen Dayal Upadhyaya College <principalddcollege@gmail.com>, Deen Dayal Upadhyaya College <skgargdr9@gmail.com>, Delhi College of Arts & Commerce <rajivchopra1960@gmail.com>, Delhi College of Arts & Commerce <principalcac@gmail.com>, Deshbandhu College <principal@db.du.ac.in>, Deshbandhu College <dbcollege.du@gmail.com>, Dyal Singh College <principal@dsc.du.ac.in>, Dyal Singh College <bakshi\_inderjeet@yahoo.co.in>, Dyal Singh Evening College <dyalsingheveningcollege@yahoo.in>, Gargi College <kumar.promila@gmail.com>, Gargi College <gargicollege7@gmail.com>, Hansraj College <Principal\_hrc@yahoo.com>, Hindu College <principal@hinducollege.org>, Hindu College <dr.anjusrivastava@gmail.com>, I P College <ipcw@ip.du.ac.in>, I P College <ipc1924@gmail.com>, Indira Gandhi Institute of Physical Educational & Sport Sciences <igipess.delhiuniversity@gmail.com>, Institute of Home Economics <principal.ihe@gmail.com>, Janki Devi Memorial College <palswat@gmail.com>, Janki Devi Memorial College <principal@jdm.du.ac.in>, Jesus & Mary College <jmcdmn@yahoo.co.in>, Kalindi College <kalindisampark.du@gmail.com>, Kalindi College <anulamaurya@yahoo.co.in>, Kamala Nehru College <chatter.minoti@gmail.com>, Kamala Nehru College <bhakunik@gmail.com>, Kamala Nehru College <kamla.nehru\_du@hotmail.com>, Keshav Mahavidyalaya <madhupruthi@gmail.com>, Keshav Mahavidyalaya <principal@keshav.du.ac.in>, Kirori Mal College <info@kmcollege.ac.in>, Kirori Mal College <vibha20\_2000@yahoo.com>, Kirori Mal College <principal@kmcollege.ac.in>, Lady Irwin College <ladyirwincrc@yahoo.in>, Lady Irwin College <anupa\_siddhu@rediffmail.com>, Lady Shri Ram College <principal@lsrcollege.org>, Lakshmbai College <lakshmbaicollege@yahoo.co.in>, "M. V. College of Education" <principal.pk@gmail.com>, "M. V. College of Education" <pksedu@yahoo.com>, Maharaja Agrasen College <sonthisunil@yahoo.com>, Maitreyi College <maitreyi1967@yahoo.co.in>, Mata Sundri College <matasundricollege.du@gmail.com>, Miranda House <pratibha.jolly@gmail.com>, Moti Lal Nehru College <motilalnehru64@gmail.com>, "Moti Lal Nehru College (Eve)" <gupta.vichitra61@gmail.com>, "Moti Lal Nehru College (Eve)" <contact@mince.org>, PGDAV College <pgdavcollege.edu@gmail.com>, "PGDAV College (Evening)" <principalpgdaveve@gmail.com>, Rajdhani college <principal@rajdhani.du.ac.in>, Rajdhani college <info@rajdhani.du.ac.in>, Ram Lal Anand College <rlac.du@gmail.com>, Ram Lal Anand College <rlaoffice11@gmail.com>, Ram Lal Anand College <rgupta1965@yahoo.com>, Ramanujan College <spa15\_dbce@yahoo.com>, Ramanujan College <ramanujancollege2010@gmail.com>, Ramjas College <principalramjascollege@gmail.com>, Ramjas College <ramjascollege@hotmail.com>, Satyawati College <principal@satyawati.du.ac.in>, "Satyawati College (Eve.)" <principal@satyawatie.du.ac.in>, School of Open Learning <hcp@sol.du.ac.in>, SGND Khalsa College <principal@sgndkc.du.ac.in>, SGND Khalsa College <manmohan\_sgnd@yahoo.co.in>, SGND Khalsa College <sgndkc@ymail.com>, SGTB Khalsa College <sgtbkc.du@gmail.com>, Shaheed Bhagat Singh College <sbsprincipal@gmail.com>, "Shaheed Rajguru College of Appl. Sc. for Women" <srcasw.du@rajguru.du.ac.in>, "Shaheed Rajguru College of Appl. Sc. for Women" <principal@rajguru.du.ac.in>, "Shaheed Rajguru College of Appl. Sc. for Women" <payal500@hotmail.com>, Shaheed Sukhdev College Business Studies <verpoornam@gmail.com>, Shivaji College <shivajicollege.ac@gmail.com>, Shivaji College <shashi.nijhawan@gmail.com>, Shri Ram College of Commerce <principal@srcc.du.ac.in>, Shyam Lal College <principal@shyamlal.du.ac.in>, "Shyam Lal College (Evening)" <pravinkumarslc@yahoo.in>, SPM College <spmcollegedu@gmail.com>, Sri Aurobindo College <principal@aurobindo.du.ac.in>, "Sri Aurobindo College (Evening)" <sriaurobindoe@yahoo.co.in>, Sri Guru Gobind Singh College of Commerce <principaloffice@sggsc.du.ac.in>, Sri Guru Gobind Singh College of Commerce <jbsingh@sggsc.du.ac.in>, Sri Venkateswara College <principal@svc.ac.in>, "St. Stephen's College" <ssc@ststephens.edu>, "St. Stephen's College" <principal@ststephens.edu>, Swami Shraddhanand College <info@ssncollege.com>, Swami Shraddhanand College <principalssncollege@gmail.com>, UCMS <vpg275gv@yahoo.co.in>, UCMS <principal@ucms.ac.in>, Vivekanand College <vivac2008@gmail.com>, Vivekanand College <hnandrajog@gmail.com>, VPCI <rajkumarvpci@gmail.com>, VPCI <admin@vpci.org>, Zakir Husain Delhi College <zakirhusaindelhicollege@gmail.com>, Zakir Husain Post Graduate Evening College <drmabeg@zhe.du.ac.in>, Zakir Husain Post Graduate Evening College <zhpge.college@gmail.com>

Sir/Madam,

*Sh. Vijay for wide publicity*  
*imp*

*① Time Deadline*  
*② SAP - E-mail*

The undersigned is directed to send herewith a property return on the subject mentioned above, with the request to provide information as desired on urgent basis.

Received through E-mail

*Signature for n e*  
*ST. Ram / SPA*  
*11 MAR 2019*  
*COPY*



दिल्ली विश्वविद्यालय  
University of Delhi

स्थापना शाखा - II (I)

कमरा नं०-212  
स्थापना खण्ड

दिल्ली-110007

ESTABLISHMENT BRANCH-II (I)

Room No. 212  
Establishment Block  
Delhi - 110007

Tel. No. 27667725 Extn. 1168

*(Handwritten signature)*  
C/8/11

08<sup>th</sup> February, 2019

Ref. No. Estab.II(i)/128/2012/19/ 255

परिपत्र  
CIRCULAR

The under mentioned office memorandum on the subject mentioned below received from the Additional Secretary & Chief Vigilance Officer, Department of Higher Education, Vigilance Section, Government of India, which is being uploaded on the University website for information of all concerned.

S.No	Letter/OM.No	Subject
1.	No. C-19011/7/2017-Vig. Government of India, Ministry of Human Resource Development, Department of Higher Education, Vigilance Section dated 11 <sup>th</sup> January, 2019.	Submission of Immovable Property Return by the employees of autonomous and subordinate institutes /organizations in the Ministry of HRD reg.

This issues with the approval of the competent authority.

Yours faithfully,

*(Handwritten signature)*  
उप कुलसचिव-स्था.(गै.शै.)  
DEPUTY REGISTRAR-ESTAB.(NT)

*Amal Kumar*

*Mo*  
*2/1/19*

Encl: As above.

The Dean of the Faculties/  
The Head of the Departments/  
The Principal of all Colleges/  
Officers/Branch In-Charges of  
University of Delhi,  
Delhi.

P.T.O.

*478*  
*6-3-19*

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

Shashi Bhawan, New Delhi.  
Dated the 11<sup>th</sup> January, 2019

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

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 31<sup>st</sup> 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 DOP vide its Office Memorandum No.11012/11/2007-Estt.A dated 27<sup>th</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 has issued directions to all Bureau Heads relating to timely submission of IPR vide OMs dated 13.08.2015, 05.04.2016, 20.06.2017 and 21.12.2017 (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 31<sup>st</sup> 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 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. ✓

*(Signature)*  
Additional Secretary & Chief Vigilance Officer  
(S.S.Sandhu)

To  
All Bureau Heads in the MHRD

16/1/19

*(Signature)* (16/1/19)  
Vide to all CO's  
*(Signature)*

10/1

NO.C-19011/2017-Vig.  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Vigilance Section

Shastri Bhawan, New Delhi.  
Dated the 21<sup>st</sup> December, 2017

OFFICE MEMORANDUM

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

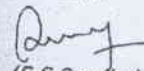
Rule 18 (1) (ii) of the CCS (Conduct) Rules requires submission of Annual Property Returns by all Group "A" and "B" Officers in respect of immovable property by 31<sup>st</sup> January of each year. Normally such a provision exists in all organizations even where organizations have their own conduct rules. As per guidelines issued by DOPT vide its Office Memorandum No.11012/11/2007-Estt.A dated 27<sup>th</sup> 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 31<sup>st</sup> 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 31<sup>st</sup> 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 has issued directions to all Bureau Heads relating to timely submission of IPR vide OMs dated 13.08.2015, 05.04.2016 and 20.06.2017 (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 Institutes/organizations in the MHRD should circulate, in the month of December, the guidelines regarding submission of IPR before 31<sup>st</sup> January of the year
- ii. All employees including faculty in all centrally funded autonomous institutions and organization under the administrative jurisdiction of this Ministry would submit their Property Return latest by 31<sup>st</sup> 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 and would also name the employees on the site who fail to submit the IPR.
- iii. Such employees including faculty who fail to submit their Property Returns within the stipulated time i.e. 31<sup>st</sup> January of every year, would be denied vigilance clearance in addition to take action under conduct rules applicable to them.
- iv. The Bureau Heads will issue necessary instructions to all the Institutions under the Bureau for effective implementation of the above instructions.
- v. Head of all centrally funded higher education institutions should make available a copy of these instructions to every employee who is required to submit their IPR.

  
(S.S.Sandhu)

Additional Secretary & Chief Vigilance Officer

To  
All Bureau Heads in the MHRD

o/c  
3/12  
28/12/17

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

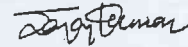
Shastri Bhawan, New Delhi - 110001  
Dated the 20<sup>th</sup> June, 2017

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 31<sup>st</sup> 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 31<sup>st</sup> 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 : PSO to Secretary(H.E)/Secretary (SE&L)/CMIS

236204/17/17  


236207/17  


236207(1)/17

  
20/6

No. C-34013/9/2015-Vig  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Vigilance Section  
\*\*\*\*\*

Room No. 106, C-Wing, Shastri Bhawan,  
New Delhi, dated the April 5<sup>th</sup>, 2016

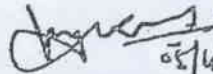
**Office Memorandum**

Subject: Submission of Immovable Property Return by the employees of Autonomous Institutions/Organisations/Subordinate Offices/PSUs under the administrative control of Ministry of Human Resource Development – regarding.

The undersigned is directed to refer to Vigilance Section's OM of even number dated 13.08.2015 (copy enclosed) on the above mentioned subject and to state that instances have come to the notice of Vigilance Wing about non-observance of timely submission of Property Return in Autonomous Institutions/Organisations/Subordinate Offices/PSUs under the administrative control of Ministry of Human Resource Development, which results in the denial of vigilance clearance to officers for deputation, non-mandatory training and empanelment for senior level posts.

2. All Bureau Heads in the Ministry are, therefore, requested to kindly issue necessary instructions to all Autonomous Institutions/Organisations/Subordinate Offices/PSUs under their administrative control for effective implementation of the instructions issued vide above referred OM. Bureau Heads are further requested to instruct the Autonomous Institutions/Organisations/Subordinate Offices/PSUs under their administrative control to circulate these instructions regarding timely submission of IPR by 31<sup>st</sup> January to every employee who may need Vigilance clearance at some point of time.

Encl: **As above**

  
05/4/16  
(Vijay Kumar)

Under Secretary to the Government of India  
Tele: 011-23386317

To

All Bureau Heads in the Ministry



C-34013/9/2015-Vig.  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Vigilance Section

Shastri Bhawan, New Delhi.  
Dated the 13<sup>th</sup> August, 2015

**OFFICE MEMORANDUM**

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

The matter relates to submission of Immovable Property Return by the employees including faculty in all centrally funded autonomous institutions and the institutions on which Ministry has administrative jurisdiction.

2. 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 31<sup>st</sup> January of each year. Normally, such a provision exists in all organizations even where they have their own conduct rules. As per guidelines issued by DOPT vide its Office Memorandum No. 11012/11/2007-Estt.A dated 27<sup>th</sup> 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 31<sup>st</sup> January of the following year, as required under GOI decisions under Rule 18 of the Central Civil Services (Conduct) Rules, 1964.
3. All Institutes/Organization are required to circulate guidelines to all the Group "A" & "B" Officers regarding submission of IPR by 31<sup>st</sup> January. However, it has also come to notice that these guidelines are not circulated by the Institutes every year or circulated very late. Due to non-circulation of the guidelines by the institutes, officers do not submit their IPR or submit it late. This results in denial of vigilance clearance to these officers.
4. In view of the above, it is requested that following directions may be circulated to the Institutes/Organizations under respective Bureaus for strict compliance:-
  - i. All Institutes/organizations in the MHRD should circulate, in the month of November/December, the guidelines regarding submission of IPR before 31<sup>st</sup> January of the year, to all the Group "A" and "B" officers of their organization.
  - ii. All employees including faculty in all centrally funded autonomous institutions and institutions on which the Ministry has administrative jurisdiction would submit their Property Return latest by 31<sup>st</sup> January to the competent authority. The said authority would notify on their website the fact of submission of such Return by the employees and would also name the employees on the site who fail to submit the IPR.