



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

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

23<sup>rd</sup> January, 2018

परिपत्र  
CIRCULAR

The under mentioned office memorandum on the subject mentioned below received from the Under Secretary MHRD, Department of Higher Education, Government of India, which is being unloaded on the University website for information of all concerned.

S.No	Letter/OM.No	Subject
1.	F.No.20-15/2016-Desk-U Ministry of Human Resource Development, Department of Higher Education dated 02 <sup>nd</sup> January, 2018.	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,

संयुक्त कुलसचिव-स्था.(मै.शै.)  
JOINT REGISTRAR-ESTAB.(NT)

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.

F.No.20-15/2016-Desk-U  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education

Shastri Bhawan, New Delhi  
Dated the 2<sup>nd</sup> January, 2018.

To,  
The Vice-Chancellors of all Central Universities.

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

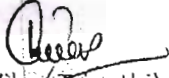
Sir/Madam,

I am directed to forward herewith a copy of Office Memorandum No. C-19011/7/2017-Vig. dated 21.12.2017 alongwith its enclosures received from Vigilance Section, MHRD on the above cited subject, which is self-explanatory.

2. It is, therefore, requested to bring the aforesaid O.M. to the notice of the officers of your University for strict compliance.

Yours faithfully,

Encl: As above

  
(Vikas Tripathi)

Under Secretary to the Govt. of India

☎: 23388030

Copy to :-

Secretary, UGC for information and necessary action.

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

MS 322554/17

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.

As dectd  
at this may  
Pl. circulate

DS(SS)/USC(L-2017)  
DCL/USCL

Urgent

29/12/2017

USC(L-2017)

To  
All Bureau Heads in the MHRD

21/12/17

(S.S.Sandhu)

Additional Secretary & Chief Vigilance Officer

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.

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

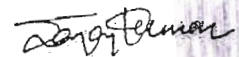
Shastri Bhawan, New Delhi – 110001  
Dated the 20<sup>th</sup> June, 2017

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

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20/6

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20/6

20/6

MOST IMMEDIATE

No. 11012/11/2007-Estt. (A)  
Government of India  
Ministry of Personnel & Public Grievances & Pensions  
(Department of Personnel & Training)

New Delhi,  
Dated the 14<sup>th</sup> December, 2007

OFFICE MEMORANDUM

Subject:- Guidelines regarding grant of vigilance clearance to members of the Central Civil Services/Central Civil posts.

The undersigned is directed to say that the matter regarding guidelines for giving vigilance clearance to members of the Central Civil Services/ Central Civil posts has been reviewed by the Department of Personnel & Training and it has been decided that the following guidelines for the grant of vigilance clearance to the Government servants belonging to the Central Civil Services/ Central Civil posts shall be applicable with immediate effect:

1. These orders regarding accordance of vigilance clearance to members of the Central Civil Services/posts shall be applicable with respect to (a) empanelment (b) any deputation for which clearance is necessary, (c) appointments to sensitive posts and assignments to training programmes (except mandatory training). In all these cases, the vigilance status may be placed before and considered by the Competent Authority before a decision is taken.
2. The circumstances under which vigilance clearance shall not be withheld shall be as under:
  - a) Vigilance clearance shall not be withheld due to the filing of a complaint, unless it is established on the basis of at least a preliminary inquiry or on the basis of any information that the concerned Department may already have in its possession, that there is, prima facie, substance to verifiable allegations regarding (i) corruption (ii) possession of assets disproportionate to known sources of income (iii) moral turpitude (iv) violation of the Central Civil Services (Conduct) Rules, 1964.
  - b) Vigilance clearance shall not be withheld if a preliminary inquiry mentioned in 2(a) above takes more than three months to be completed.

of the charges and the facts and circumstances, in the following situations:

- a) where the investigating agency has found no substance in the allegation but the Court refuses to permit closure of the FIR.; and
- b) where the investigating agency/inquiry officer holds the charges as proved but the competent administrative authority differs, or the converse.

5. While considering cases for grant of vigilance clearance for the purpose of empanelment of members of the Central Civil Services/Central Civil posts of a particular batch, the vigilance clearance/status will continue to be ascertained from the respective Cadre Authority. In all such cases, the comments of the Central Vigilance Commission will be obtained. However, if no comments are received within a period of three months, it will be presumed that there is nothing adverse against the officer on the records of the body concerned.

6. Vigilance clearance will be issued in all cases with the approval of the Head of Vigilance Division for officers upto one level below their seniority in service. In the case of officers of the level of Additional Secretary/Secretary, this will be issued with the approval of the Secretary. In case of doubt, orders of the Secretary will be obtained keeping in view the purpose for which the vigilance clearance is required by the indenting authority.

7. Vigilance clearance will not normally be granted for a period of three years after the currency of the punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, vigilance clearance will not normally be granted for a period of five years, after the currency of punishment. During the period, the performance of the officer should be closely watched.

8. Insofar as the personnel serving in the Indian audit and accounts Department are concerned, these instructions have been issued after consultation with the Comptroller and Auditor General of India.

9. All the Ministries/Departments are requested to bring the above guidelines for the notice of all concerned for information and compliance.

(P. Prabhakaran)  
Deputy Secretary to the Government of India

No. 11012/11/2007-Estt.A  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

New Delhi, Dated 27<sup>th</sup> September, 2011

OFFICE MEMORANDUM

Subject: Guidelines regarding grant of 'Vigilance Clearance' to members of Central Civil Services / Posts.

The undersigned is directed to say that it has been decided by the Government that officers who have not submitted the Annual Immovable Property Returns by the prescribed time would be denied vigilance clearance and will not be considered for empanelment for senior level posts in Government of India.

2. Accordingly, in this Department's OM No. 11012/11/2007-Estt.A dated 14.12.2007, laying down guidelines regarding grant of vigilance clearance to members of Central Civil Services / Posts, in para 2 a new sub-para (f) will be inserted as under:

(f) 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) Rule, 1964.

  
(U.S. Chattopadhyay)

Under Secretary to the Government of India

All Ministries / Departments

Copy to:

1. Prime Minister's Office (w.r.t. their I.D. No. 600/31/C/33/2011-ES2, dated 15.03.2011)
2. Cabinet Secretariat
3. Secretary, CVC
4. UPSC
5. C&AG
6. NIC (DOP&T Cell) with the request to upload this O.M. on the website of DOP&T.



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

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

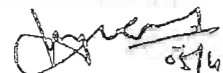
**Office Memorandum**

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