

CSU/12028/2024-Admn/3890
CENTRAL SANSKRIT UNIVERSITY
JANAKPURI, NEW DELHI- 110 058

Dated: 08.01.2024

Office Order No. 402

Subject: Submission of Immovable Property Return by the Employees of autonomous and subordinate institutes/ organization in the Ministry of Education.

Pursuant to Office Memorandum No. C-19011/7/2017-Vig dated 28.12.2023 received from Ministry of Education, Department of Higher Education, Vigilance Section, New Delhi, all **Group "A" and "B" Officers** of this University are hereby mandatorily required to submit their Annual Immovable Property Return by **31st January of each year** (copy enclosed). Further, as per guidelines issued by DOPT vide Office Memorandum No. 11012/11/2007-EsttA 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 31st January of the following year, as required under GOI decisions under Rule 18 of the Central Civil Service (Conduct) Rules, 1964. A copy of format of Immovable Property Return is also enclosed.

The Competent Authority of this University has desired that Immovable Property Return of all concerned at the Headquarters office and the Campuses should reach to this office by **31.01.2024** positively to facilitate completing the whole required process by the end of January, 2024.

This office order is being issued for circulation to all concerned at the Headquarters office and Campuses of the University for doing the needful. All the Heads of Departments/Directors at Headquarter office/Campuses are requested to make sure that Immovable Property Return of each Group "A" and "B" Officer working under them are submitted by the above stipulated date. The defaulting Officers may fail to get clearance for higher assignments and may also be liable to face action under Conduct Rules.

Strict compliance of the above by all concerned is requested. This issues under approval of the Competent Authority.


Dy. Director (Admn.)

To

1. All Directors of the Campuses of this University with the request to do needful circulation to all concerned and to ensure submission of Immovable Property Return by all concerned in the Campus.
2. All Heads of Department/Group "A" and "B" Officers/ employees of HQs Office of University.
- ✓ 3. Project Officer I/c - with request to upload the same in the website of the University.
4. Guard File

CENTRAL SANSKRIT UNIVERSITY, NEW DELHI

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR

1. Name of Officer (in full):.....

2. Present Post held.....

3. Present Pay.....

4. Service to which the office belongs:

Name of the district/Sub-division, Taluka & Village in which property is situated	Name & details of property-housing, land and other buildings	Cost of construction / requirement including land in case of house and year when purchased	*Present Value	If not in own name state in whose name held & his / her relationship to the Government Servant	How acquired whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition and name with detail of person from whom acquired.	Annual Income from the Property	Remarks
1	2	3	4	5	6	7	8

(Signature of Officer with designation & Date)

Notes:

1. *In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
2. **Includes a short-term also.
3. The declaration form is required to be filled in and submitted by every member of Class II (Group A and Group B) services under rule 15(3) of the Central Civil Services (Conduct) Rules 1955 [now rule 18(1) of the CCS (Conduct) 1964] on the first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government Servant.
4. The working "no change" or "no addition" or "as in the previous year" should be avoided and full details provided.