

No.: RMS/ 9879 /20

Dated: 24.01.2020

NOTICE

The MHRD, vide its OM No. C-19011/7/2017-Vig dated 11.01.2019 (Copy enclosed) inter-alia, the following:

1. All employees including faculty in all centrally funded autonomous Institute and organizations under the administrative jurisdiction of MHRD would be required to submit their Property Returns latest by 31<sup>st</sup> January of the year to the competent authority. The competent authority would notify on their website the fact of submission of such return by the employees.
2. Employees who failed to submit property return within the prescribed time limit would be denied vigilance clearance in terms of DOP&T Office Memorandum No.11012/11/2007-Estt(A) dated 14.12.2007 read with OM of even number dated 27.09.2011.

As such, in pursuance of the above referred OM and as required under Rule 18(1)(ii) of the Central Civil Services (Conduct) Rules, 1964, read with Sub-section (VI) of Section 24 of the Iiest Statutes 2017, all academic, technical, administrative and other staffs of the Institute are requested to file returns, in prescribed format, in respect of their immovable properties, latest by January 31, 2020.

A copy of the prescribed format is annexed. The format is also downloadable from the Institute website.

Sd/-  
(Biman Bandyopadhyay)  
Registrar

Encl.: As stated

Copy forwarded for information and necessary action to:

1. PS to the Director
2. Prof. Abdur Rouf, CVO
3. All Deans/ Head of the Departments /Schools /Centres
4. All Hostel/Hall Wardens
5. All Officers
6. Institute Website

24/1/2020

(Biman Bandyopadhyay)  
Registrar

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

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

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.

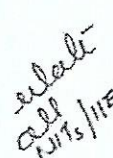
3. In the recent past, Vigilance Division has issued directions to all Bureau Heads relating to timely submission of IPR vide OM's dated 13.08.2015, 05.04.2016, 20.06.2017 and 21.12.2017 (copies enclosed)

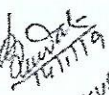
4. In view of the above, it is requested that following directions may again be circulated to the Institutes/organizations under respective Bureaus for strict compliance:-

- 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.

  
(S.S. Sandhu)

Additional Secretary & Chief Vigilance Officer

  
14/1/19  
All Bureau Heads in the MHRD

  
14/1/19  
Ms. Anuradha





**OFFICE OF THE REGISTRAR**  
**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
AN INSTITUTE OF NATIONAL IMPORTANCE  
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

Statement of immovable property as on the 31<sup>st</sup> December 2014  
(e.g. Lands, House, Shops, Other Buildings etc.)

1. Name of the Officer(in full) and the Service to which the officer belongs: \_\_\_\_\_

2. Present Post Held: \_\_\_\_\_

3. Present Pay, Pay scale & Grade Pay \_\_\_\_\_

[Held by the public servant/spouse/dependent children]

Description of the Property (Lands, House, Shops, Other Buildings etc)	Precise Location (Name of the District, Division Taluk and Village in which the property is situated and also its distinctive Number etc.)	Area of the Land (in case of Land and Building )	Nature of the Land (in Case of Land Property )	Extent of interest	If not in the name of the Public Servant, state in whose name held and his/her relationship, if any to the Public Servant	Date of the Acquisition	How Acquired (whether by Purchase, Mortgage Lease, Inheritance Gift or otherwise) and the name with details of Person/ Persons from whom acquired (address and connections of the Govt. Servants if any with the persons concerned) [Please see note 1 below] and Cost of acquisition	Present Value of the Property (if exact value may be indicated)	Total Annual income from the Property	Remarks
2	3	4	5	6	7	8	9	10	11	12

re: \_\_\_\_\_

ed: \_\_\_\_\_

Signature: \_\_\_\_\_

1. For the purpose of the Column 9, the term "Lease" would mean a lease of the immovable property for any term exceeding one year or reserving a yearly rent, however, the lease of immovable property is obtained from the person having official dealings with the Government Servant, such a lease should be shown in this form irrespective of the lease, where it is short or long term and the periodicity of the payment of the rent.