



**THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY  
HYDERABAD 500 007**

No. EFLU/Admn/F.No.2435 /2018/

25.01.2019

**C I R C U L A R**

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

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The Additional Secretary and Chief Vigilance Officer, MHRD, New Delhi informed vide his letter dated 11.01.2019 all employees of the University are required to submit Annual Property Returns in respect of Immovable Property by 31<sup>st</sup> January every year as per Rule 18(1) (ii) of the CCS (Conduct) Rules.

The above is brought to the notice of the employees for necessary action. The required information may be furnished in Annexure-I (enclosed) available in the University website.

All the employees may please note the following directions received from the Additional Secretary and Chief Vigilance Officer MHRD

- i. 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 website who fail to submit the IPR.
- ii. 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 taking action under conduct rules applicable to them.

  
REGISTRAR I/c

To

1. All Employees
2. Notice Boards
3. Dean, TI (with a request to upload the circular and annexure in the university website)

- Copy to:
1. Director, Lucknow campus, EFLU
  2. Director, Shillong campus, EFLU
  3. PS to Vice Chancellor
  4. PS to Pro Vice Chancellor
  5. PA to Registrar

**ANNEXURE-1** (Submit Every Year)

**Statement of Immovable property for the year ending 31.12.2018**

Sl. No.	Description of property	Precise location (Name of District, Division, Taluk and Village in which the property is situated and also in distinctive number etc.)	Area of Land (in case of land and building)	Nature of land in case of landed property	Extent of interest	If not in own name, state in whose name held and his/her relationship, if any to the University employee	Date of acquisition	How acquired (whether by purchase, mortgage, lease inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the University employee, if any, with the person/persons concerned) (Please see note: 1 below)	Value of the property (Please see Note:2 below)	Particulars of sanction of prescribed authority, If any	Total Annual income from the property	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13

Date:

SIGNATURE: \_\_\_\_\_

Name: \_\_\_\_\_

To

Designation \_\_\_\_\_ Employee ID No. \_\_\_\_\_

Administration

Department \_\_\_\_\_

NOTE: 1 & 2 (please see back side of this page)

(Contd...2)

NOTE: 1	For the purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this column irrespective of the term of the lease , whether it is short term or long term, ant the periodicity of the payment of rent.
NOTE: 2	In column 10 should be shown – (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition; (b) Where it has been acquired by lease, the total annual rent thereof also; and (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.