



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

No. EFLU/Admn/F.No.2435 /2020/

07.02.2020

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

**Sub:** Submission of Immovable Property Returns (IPR) by the employees of autonomous and subordinate institutes and organizations in the Ministry of HRD – Reg.

- Ref:** 1. OM.No.C-34013/9/2015-Vig. dated 13.08.2015 from MHRD, New Delhi  
2. OM.No.C-34013/9/2015-Vig. dated 05.04.2016 from MHRD, New Delhi  
3. OM.No.C-19011/7/2017-Vig. dated 20.06.2017 from MHRD, New Delhi  
4. OM.No.C-19011/7/2017-Vig. dated 21.12.2017 from MHRD, New Delhi.  
5. OM.No.C-19011/7/2017 -Vig. dated 09.01.2020 from MHRD, New Delhi

----

With reference to the MHRD, Office Memorandums cited under reference all the 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.

In this connection, all the employees may please note the following directions received from the Joint Secretary and Chief Vigilance Officer, MHRD, 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 returns for the year ending 31<sup>st</sup> December 2019 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 fail to submit their Property Returns 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

Therefore, all the teaching and non-teaching employees of the University are hereby informed to furnish the required information in Annexure-I (available in the University website), by 29.02.2020 to the Administration Section, without fail.

  
**REGISTRAR I/c**

- To
1. All the Head of Departments and Administrative Officers - with a request to circulate among the staff (Teaching and Non teaching) under their control for strict compliance.
  2. Notice Boards
  3. Dean, TI (with a request to upload the circular and annexure in the university website)

- Copy to: 1. The Director I/c, Lucknow campus, EFLU } for necessary action in the matter.  
2. The Director I/c, Shillong campus, EFLU }  
3. The PS to Vice Chancellor  
4. The PA to Registrar

**ANNEXURE-1** (Submit Every Year)**Statement of Immovable property for the year ending 31.12.2019**

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.