



**CIRCULAR**

**Sub: Declaration of Immovable Property Return by the Teaching, Academic and Non-Teaching Staff of MANUU as per the guidelines issued by the Ministry of Education – Regarding.**

**Ref: O.M. No.C-19011/7/2017-Vig. Govt. of India, MoE, Dept. of Higher Education, Vigilance Section, New Delhi dated 05.01.2023.**

<<:>>

It has been notified to all Group A & B Employees (Teaching, Academic and Non - Teaching Officer / Staff) of MANUU that as per the requirement under rule 18(1) (ii) of the CCS (Conduct) Rules and in terms of O.M under reference they are required to submit their Annual Immovable Property Return every year latest by 31<sup>st</sup> January in the prescribed format (Annexure-A).

2. According to the said rules, immovable property inherited by an employee or owned or acquired by him/her on lease or mortgage either in his/her own name or in the name of any member or his/her family (viz., Children, Spouse) has to submit a return of his/her assets and liabilities in such form as may be prescribed by the Commission giving full particulars. However, it has been observed that a number of University employees are yet to submit their returns for the year 2022.

3. A soft copy in word format is attached to this Circular. All the employees are, therefore, directed to submit their Annual Immovable Property Returns in the prescribed format to the office of the Registrar latest by **15<sup>th</sup> February, 2023** in a sealed cover or by email (for teaching staff [er1section@manuu.edu.in](mailto:er1section@manuu.edu.in) and for non-teaching staff [er2section@manuu.edu.in](mailto:er2section@manuu.edu.in)).

4. Such Group A&B employees including faculty members who fail to submit their Property Return within the stipulated time would be denied vigilance clearance in addition to take action under conduct rules applicable to them. Further, no applications for outside employment shall be entertained.

5. The information furnished by each employee shall be kept as Confidential by the University.

REGISTRAR

**Copy to:**

1. All Dean of Schools, All Head of the Departments/Centres/Satellite Campuses/Institutions & Principals CTEs/Polytechnics/ITIs/Model Schools/Dean(STCs)/CVO
2. Director (DDE), Regional Directors & In-charges, SRCs
3. All DRs/ARs/RDs/ARDs posted at Main Campus, Hyderabad / Off Campuses
4. All Sectional Heads (Non-Teaching) / AR (ER-I & II)
5. Office of the VC / Registrar / OSD-I / OSD-II / Finance Officer I/c. / CoE / Librarian
6. Director, CIT – For uploading on the MANUU website / PRO – for translation of OM and uploading on the website / 7. Concerned file