

RSKS/12028/2018-Admn/Pt.File
RASHTRIYA SANSKRIT SANSTHAN
(DEEMED UNIVERSITY)
JANAKPURI, NEW DELHI- 110 058
Accredited with 'A' Grade by NAAC

Dated : 29.12.2017

Office Order No. 360

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

Pursuant to Office Memorandum No. C-19011/7/2017-Vig dated 21.12.2017 and No. C.19011 / 7/ 2017-Vig dated 20.6.2017 received from Ministry of Human Resource Development, Department of Higher Education, Vigilance Section, New Delhi, all **Group "A" and "B" Officers** of this Sansthan are hereby mandatorily required to submit their Annual Immovable Property Return by **31st January of each year** (copies 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 pervious year by 31st January of the following year, as required under GOI decisions under Rule 18 of the Central Civil Service (Conduct) Rules, 1964 (copy enclosed). A copy of format of Immovable Property Return is also enclosed.

The Competent Authority of the Sansthan has desired that Immovable Property Return of all concerned at the Headquarters office and the Campuses should reach to this office by **25.01.2018** positively to facilitate completing the whole required process by the end of January, 2018.

This office order is being issued for circulation to all concerned at the Headquarters office and Campuses of the Sansthan for doing the needful. All the Heads of Departments/ Principals/ Principals I/c are requested to make it 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)I/c

To

1. All Principal/ Principal I/c of the Campuses of the Sansthan for circulation to all concerned and ensuring 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 Sansthan.
3. Sansthan's Website
4. Notice Board
5. Guard File

RASHTRIYA SANSKRIT SANSTHAN (DEEMED 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 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

Notes:

- *In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
- **Includes a short-term also.
- The declaration form is required to be filled in and submitted by every member of Class I and 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 members of his family or in the name of any other person dependent on Government Servant.
- The working "no change" or "no addition" or "as in the previous year" should be avoided and full details provided.

(Signature of Officer with designation & Date)

Shastri Bhawan, New Delhi.
Dated the 21st December, 2017

OFFICE MEMORANDUM

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

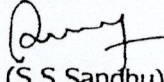
Rule 18 (1) (ii) of the CCS (Conduct) Rules requires submission of Annual Property Returns by all Group "A" and "B" Officers in respect of immovable property by 31st January of each year. Normally such a provision exists in all organizations even where organizations have their own conduct rules. As per guidelines issued by DOPT vide its Office Memorandum No.11012/11/2007-Estt.A dated 27th 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 31st 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 31st 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 OMs dated 13.08.2015, 05.04.2016 and 20.06.2017 (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 Institutes/organizations in the MHRD should circulate, in the month of December, the guidelines regarding submission of IPR before 31st January of the year
- ii. 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 31st 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 site who fail to submit the IPR.
- iii. Such employees including faculty who fail to submit their Property Returns within the stipulated time i.e. 31st January of every year, would be denied vigilance clearance in addition to take action under conduct rules applicable to them.
- iv. The Bureau Heads will issue necessary instructions to all the Institutions under the Bureau for effective implementation of the above instructions.
- v. Head of all centrally funded higher education institutions should make available a copy of these instructions to every employee who is required to submit their IPR.


(S.S.Sandhu)
Additional Secretary & Chief Vigilance Officer

As decided
at the meeting
Pl. circulate

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DS(SS)/USLW

US (L)

29.12

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8/12
29/12

To All Bureau Heads in the MHRD

C-34013/9/2015-Vig.
Government of India
Ministry of Human Resource Development
Department of Higher Education
Vigilance Section

Shastri Bhawan, New Delhi.
Dated the 13th August, 2015

OFFICE MEMORANDUM

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

The matter relates to submission of Immovable Property Return by the employees including faculty in all centrally funded autonomous institutions and the institutions on which Ministry has administrative jurisdiction.

2. 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 31st January of each year. Normally, such a provision exists in all organizations even where they have their own conduct rules. As per guidelines issued by DOPT vide its Office Memorandum No. 11012/11/2007-Estt.A dated 27th 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 31st January of the following year, as required under GOI decisions under Rule 18 of the Central Civil Services (Conduct) Rules, 1964.

3. All Institutes/Organization are required to circulate guidelines to all the Group "A" & "B" Officers regarding submission of IPR by 31st January. However, it has also come to notice that these guidelines are not circulated by the Institutes every year or circulated very late. Due to non-circulation of the guidelines by the institutes, officers do not submit their IPR or submit it late. This results in denial of vigilance clearance to these officers.

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

- i. All Institutes/organizations in the MHRD should circulate, in the month of November/December, the guidelines regarding submission of IPR before 31st January of the year, to all the Group "A" and "B" officers of their organization.
- ii. All employees including faculty in all centrally funded autonomous institutions and institutions on which the Ministry has administrative jurisdiction would submit their Property Return latest by 31st January 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 site who fail to submit the IPR.

No. C-34013/9/2015-Vig
Government of India
Ministry of Human Resource Development
Department of Higher Education
Vigilance Section

Room No. 106, C-Wing, Shastri Bhawan,
New Delhi, dated the April 5th, 2016

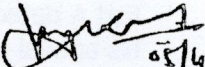
Office Memorandum

Subject: Submission of Immovable Property Return by the employees of Autonomous Institutions/Organisations/Subordinate Offices/PSUs under the administrative control of Ministry of Human Resource Development – regarding.

The undersigned is directed to refer to Vigilance Section's OM of even number dated 13.08.2015 (copy enclosed) on the above mentioned subject and to state that instances have come to the notice of Vigilance Wing about non-observance of timely submission of Property Return in Autonomous Institutions/Organisations/Subordinate Offices/PSUs under the administrative control of Ministry of Human Resource Development, which results in the denial of vigilance clearance to officers for deputation, non-mandatory training and empanelment for senior level posts.

2. All Bureau Heads in the Ministry are, therefore, requested to kindly issue necessary instructions to all Autonomous Institutions/Organisations/Subordinate Offices/PSUs under their administrative control for effective implementation of the instructions issued vide above referred OM. Bureau Heads are further requested to instruct the Autonomous Institutions/Organisations/Subordinate Offices/PSUs under their administrative control to circulate these instructions regarding timely submission of IPR by 31st January to every employee who may need Vigilance clearance at some point of time.

Encl: **As above**


05/4/16
(Vijay Kumar)

Under Secretary to the Government of India
Tele: 011-23386317

To

All Bureau Heads in the Ministry

MOST IMMEDIATE

No. 11012/11/2007-Estt. (A)
Government of India
Ministry of Personnel & Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi,
Dated the 14th December, 2007

OFFICE MEMORANDUM

Subject:- Guidelines regarding grant of vigilance clearance to members of the Central Civil Services/Central Civil posts.

The undersigned is directed to say that the matter regarding guidelines for giving vigilance clearance to members of the Central Civil Services/ Central Civil posts has been reviewed by the Department of Personnel & Training and it has been decided that the following guidelines for the grant of vigilance clearance to the Government servants belonging to the Central Civil Services/ Central Civil posts shall be applicable with immediate effect:

1. These orders regarding accordance of vigilance clearance to members of the Central Civil Services/posts shall be applicable with respect to (a) empanelment (b) any deputation for which clearance is necessary, (c) appointments to sensitive posts and assignments to training programmes (except mandatory training). In all these cases, the vigilance status may be placed before and considered by the Competent Authority before a decision is taken.
2. The circumstances under which vigilance clearance shall not be withheld shall be as under:
 - a) Vigilance clearance shall not be withheld due to the filing of a complaint, unless it is established on the basis of at least a preliminary inquiry or on the basis of any information that the concerned Department may already have in its possession, that there is, prima facie, substance to verifiable allegations regarding (i) corruption (ii) possession of assets disproportionate to known sources of income (iii) moral turpitude (iv) violation of the Central Civil Services (Conduct) Rules, 1964.
 - b) Vigilance clearance shall not be withheld if a preliminary inquiry mentioned in 2(a) above takes more than three months to be completed.

...2/-

- c) Vigilance clearance shall not be withheld unless (i) the officer is under suspension (ii) a chargesheet has been issued against the officer in a disciplinary proceeding and the proceeding is pending (iii) orders for instituting disciplinary proceeding against the officer have been issued by the Disciplinary Authority provided that the chargesheet is served within three months from the date of passing such order (iv) chargesheet has been filed in a Court by the Investigating Agency in a criminal case and the case is pending (v) orders for instituting a criminal case against the officer have been issued by the Disciplinary Authority provided that the chargesheet is served within three months from the date of initiating proceedings (vi) sanction for investigation or prosecution has been granted by the Competent Authority in a case under the PC Act or any other criminal matter (vii) an FIR has been filed or a case registered by the concerned Department against the officer provided that the charge sheet is served within three months from the date of filing/registering the FIR/case and (viii) The officer is involved in a trap/raid case on charges of corruption and investigation is pending.
 - d) Vigilance clearance shall not be withheld due to an FIR filed on the basis of a private complaint unless a chargesheet has been filed by the investigating agency provided that there are no directions to the contrary by a competent court of law.
 - e) Vigilance clearance shall not be withheld even after sanction for prosecution if the investigating agency has not been able to complete its investigations and file charges within a period of two years. However, such vigilance clearance will entitle the officer to be considered only to be appointed to non-sensitive posts and premature repatriation to the parent cadre in case he is on deputation and not for any other dispensation listed in para 1 of this O.M..
3. In cases where complaints have been referred to the administrative authority concerned, and no substantive response has been received from such administrative authority concerned within three months from the date on which the reference was made, the Disciplinary Authority may provide a copy of the complaint to the officer concerned to seek his comments. If the comments are found to be prima facie satisfactory by the Competent Authority, vigilance clearance shall be accorded.
4. Vigilance clearance shall be decided on a case-by-case basis by the Competent Authority keeping in view the sensitivity of the purpose, the gravity

of the charges and the facts and circumstances, in the following situations:

- a) where the investigating agency has found no substance in the allegation but the Court refuses to permit closure of the FIR; and
- b) where the investigating agency/inquiry officer holds the charges as proved but the competent administrative authority differs, or the converse.

5. While considering cases for grant of vigilance clearance for the purpose of empanelment of members of the Central Civil Services/Central Civil posts of a particular batch, the vigilance clearance/status will continue to be ascertained from the respective Cadre Authority. In all such cases, the comments of the Central Vigilance Commission will be obtained. However, if no comments are received within a period of three months, it will be presumed that there is nothing adverse against the officer on the records of the body concerned.

6. Vigilance clearance will be issued in all cases with the approval of the Head of Vigilance Division for officers upto one level below their seniority in service. In the case of officers of the level of Additional Secretary/Secretary, this will be issued with the approval of the Secretary. In case of doubt, orders of the Secretary will be obtained keeping in view the purpose for which the vigilance clearance is required by the indenting authority.

7. Vigilance clearance will not normally be granted for a period of three years after the currency of the punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, vigilance clearance will not normally be granted for a period of five years, after the currency of punishment. During the period, the performance of the officer should be closely watched.

8. Insofar as the personnel serving in the Indian audit and accounts Department are concerned, these instructions have been issued after consultation with the Comptroller and Auditor General of India.

9 All the Ministries/Departments are requested to bring the above guidelines for the notice of all concerned for information and compliance.

(P. Prabhakaran)
Deputy Secretary to the Government of India

No. 11012/11/2007-Estt.A
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, Dated 27th September, 2011

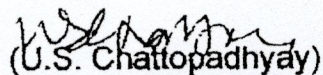
OFFICE MEMORANDUM

Subject: Guidelines regarding grant of 'Vigilance Clearance' to members of Central Civil Services / Posts.

The undersigned is directed to say that it has been decided by the Government that officers who have not submitted the Annual Immovable Property Returns by the prescribed time would be denied vigilance clearance and will not be considered for empanelment for senior level posts in Government of India.

2. Accordingly, in this Department's OM No. 11012/11/2007-Estt.A dated 14.12.2007, laying down guidelines regarding grant of vigilance clearance to members of Central Civil Services / Posts, in para 2 a new sub-para (f) will be inserted as under:

(f) 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 Government of India decisions under Rule 18 of the Central Civil Services (Conduct) Rule, 1964.


(U.S. Chattopadhyay)

Under Secretary to the Government of India

All Ministries / Departments

Copy to:

1. Prime Minister's Office (w.r.t. their I.D. No. 600/31/C/33/2011-ES2, dated 15.03.2011)
2. Cabinet Secretariat
3. Secretary, CVC
4. UPSC
5. C&AG
6. NIC (DOP&T Cell) with the request to upload this O.M. on the website of DOP&T.