



UNIVERSITY OF HYDERABAD

Office of the Registrar  
Establishment Section-I

No. UH/E-I/F-327/2021/ 4567

May 3, 2021

OFFICE MEMORANDUM

Subject: Reporting of all the transactions in the immovable properties during the entire length of the service in the University till date - reg.

References: (1) CVO's Office Note No. UH/CVO/AIPR/2021/3560 dt.3.3.2021  
(2) VC's orders dt.30.03.2021

In terms of various provisions of Rule 18 of the CCS (Conduct) Rules, 1964, it is mandatory for the employees to report to the employer of the details of all the transactions made by him/her of immovable properties, acquired and disposed, from the date of joining service to till the date of retirement or quitting of service.

It is observed that the employees are failing to report the acquisition/disposal of immovable properties by them in time, on the ground of ignorance of rules and procedures. Sometimes, the transactions of the properties are being reported subsequently in the Annual Immovable Property Returns (AIPR), without proper reporting of their acquisition/disposal, in the proforma prescribed for the purpose, rendering their AIPR records inconsistent.

In order to resolve these inconsistencies, all the employees are requested to act as follows:

- (i) All employees (including faculty etc.) of Class I (Group A), Class II (Group B), and Class III (Group C) were compulsorily required to file AIPR 2020 by 31.01.2021, and those employees, who have no further transactions of declared assets to have taken place since they joined the service of the University, may submit a suitable undertaking to that effect.
- (ii) All employees (including faculty etc.) of Class I (Group A), Class II (Group B), and Class III (Group C) were compulsorily required to file AIPR 2020 by 31.01.2021, and those employees, who had transaction(s) on immovable assets not reflected in the AIPR 2020 since they joined the service of the University, may submit a full and complete statement of such immovable property held or acquired by him/her on his/her behalf or by any member of his/her family as may be specified in the order under Rule 18(4), by 30<sup>th</sup> June, 2021. Such statement shall include the details of the means by which, or the source from which, such property was acquired.

All the employees are requested to comply with one of the above instructions and submit relevant undertaking/statement by 30.06.2021, without fail.

(P. Sardar Singh)  
Registrar

To  
All Teachers, Officers, and Staff of the University

Copy to:

1. Chief Vigilance Officer & PVC-I
2. Assistant Registrar(E-II)
3. OSD to the Vice-Chancellor
4. PS to the PVC-II
5. PS to the Registrar