



UNIVERSITY OF HYDERABAD

Office of the Registrar  
Establishment Section-I  
1<sup>st</sup> January, 2025

No. UH/E-I/F-327/2025/14937

OFFICE MEMORANDUM

Subject : Filing of Annual Immovable Property Returns for the calendar year 2024 – Reg.

\*\*\*

All the Teachers, other Academic Staff, Officers and Non-Teaching staff are requested to furnish their Annual Immovable Property Returns as of 31-12-2024 to the undersigned in the proforma enclosed, positively on or before 31<sup>st</sup> January, 2025.

In terms of provisions of **Rule 18(1) (ii) of the CCS (Conduct) Rules, 1964**, all the particulars of the immovable property, whether inherited/owned/acquired/held on lease or mortgaged by the employee either in his/her own name or in the name of a member of family or any other person have to be furnished in the return.

It may be noted that prior intimation of all acquisitions and disposals of immovable property is mandatory in terms of provisions of Rule 18 (2) of CCS (Conduct) Rules, 1964.

In the event of non-submission of the above-mentioned return within the stipulated time of 31<sup>st</sup> January, 2025, vigilance clearance for various purposes like promotions, financial upgradations, NOC or Identity Certificates for passports, NOC for visits abroad, and forwarding of applications for various purposes/jobs shall be withheld till submission of the return concerned.

  
Dr. Devesh Nigam  
Registrar

To

All the Concerned

Copy to:

1. Chief Vigilance Officer
2. Director (CC & CNF) – with a request to forward the O.M to all employees by e-mail.
3. Deputy Registrar (EII)
4. Joint Registrar (RCC)
5. Assistant Registrar (Recruitment/ Legal/EC)
6. Webmaster with a request to post the O.M on the University website
7. OSD to the Vice-Chancellor
8. PS to the Registrar
9. Section Officer, Establishment-I

**UNIVERSITY OF HYDERABAD**

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2024 (as of 31.12.2024)

- 1) Name of the employee in full, Id No., Designation: \_\_\_\_\_
- 2) School/Department/Office/Section: \_\_\_\_\_
- 3) Level in the Pay Matrix and Basic Pay \_\_\_\_\_

(4) Annual Income from all sources in 2024 : \_\_\_\_\_

S. No.	Description of the property	Precise location (Name of District, Sub-Division, Taluk & Village in which property is situated and Survey No/Plot. No./House No.)	Area of land /Flat/building	Nature of land in case of landed property	Extent of interest	If not in own name, state in whose name it is held and his/her relationship to the employee and the extent of the interest of each owner	Date of acquisition and cost of construction/acquisition, including that of the land in the case of the house.	How acquired whether, lease mortgage, inheritance, gift or otherwise with details of person/ persons from whom acquired	*Value of the property	Annual Income from the property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:**

1. Even if there is no acquisition or disposal in the year concerned, the details of all property held during the year must be recorded in the above proforma.
- \*2. In cases where it is not possible to assess the value accurately, the approximate value of the present condition of the property may be indicated.
3. The property includes a short-term lease also.