



UNIVERSITY OF HYDERABAD

Office of the Registrar  
Establishment Section-I  
19th December, 2025

No. UH/E-I/F-327/2025/17888

OFFICE MEMORANDUM

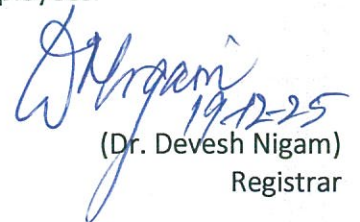
Sub: Filing of Annual Immovable Property Returns for the calendar  
Year 2025 – Reg.

All the Teachers, Academic Staff, Officers and Non-Teaching staff are requested to furnish their Annual Immovable Property Returns as on 31-12-2025 to the Establishment Sections concerned in the proforma enclosed positively on or before 31<sup>st</sup> January, 2026.

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.

Even if there were no new acquisition/disposal of immovable property from the particulars furnished in the previous Annual Property Return, the particulars of all the properties held during the period concerned must be recorded in the AIPR format.

In the event of non-submission of the above mentioned return within the stipulated time of 31<sup>st</sup> January, 2026 vigilance clearance for various purposes like promotions, financial upgradations, No-objection/ Identity Certificate for passports / Visa, No-objection Certificate for visit abroad and forwarding of applications for various purposes shall be withheld till submission of the return concerned, apart from initiating disciplinary action against the erring employees.

  
(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 users by email and post it on the University Website.
3. Joint Registrar (Reservation & Coordination Cell)
4. Deputy Registrar (E- II)
5. Assistant Registrar (Rectt/Legal/EC)
6. OSD to Vice-Chancellor
7. O/o the Registrar; 8. P.S to the Finance Officer; 9. P.S to the Controller of Examinations

**UNIVERSITY OF HYDERABAD**

**STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2025 (as of 31.12.2025)**

**(LAST DATE FOR SUBMISSION OF RETURN: 31-01-2026)**

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 2025: \_\_\_\_\_

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 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

**Note:**

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

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

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 in relation to present condition of the property may be indicated.

3. Property includes short-term lease also.