



विश्वविद्यालय अनुदान आयोग
UNIVERSITY GRANTS COMMISSION

शिक्षा मंत्रालय, भारत सरकार

MINISTRY OF EDUCATION, GOVT. OF INDIA

बहादुर शाह ज़फर मार्ग, नई दिल्ली: - 110 002

BAHADUR SHAH ZAFAR MARG, NEW DELHI - 110 002

011-23604181, 011-23604201



ज्ञान-विज्ञान विमुक्तये

24 NOV 2021

November, 2021

No.F.10-1/2012(Admn.I/A&B)

CIRCULAR

Subject: **Declaration of immovable/movable property etc. by the UGC employees under Regulation 18(1) of the UGC employees (Conduct) Regulations, 1967.**

Every employee of the University Grants Commission on the first appointment to any cadre or post and thereafter on such intervals as may be specified by the Commission has to submit a return of his/her assets and liabilities in the form(s) prescribed for the purpose by the Commission giving full particulars:

- Immovable property inherited by him/her, or owned or acquired by him/her on lease or mortgage either in his/her own name or the name of any member of his/her family or in the name of any other persons.
- Shares, debentures and cash including bank deposits inherited by him/her or similarly owned, acquired or held by him/her.
- Other movable property inherited by him/her or similarly owned, acquired or held by him/her; and
- Debts and other liabilities incurred by him/her directly or indirectly.

The UGC Employees are accordingly requested to furnish this return to Vigilance Section in the prescribed Form (downloaded From ugc.eoffice.gov.in) for the year **ending December, 2020 latest by 15.01.2022.**

As per the direction of Central Vigilance Commission (CVC), the action taken in this regard has to be intimated to CVC from time to time.

The information furnished will be treated as **CONFIDENTIAL.**

Beena Menon

(Beena Menon)
Under Secretary (Admn.)

Copy to:

- All Officers/Sections, UGC.
- PS to the Hon'ble CM/Secretary/FA/ ASI/AS-II/JS(Admn.), UGC.
- All Regional Offices/ UGC NET Division/35, Ferozeshah Road, UGC
- SO, Vigilance Cell.
- UGC E-office portal/ UGC website
- Notice Board.
- Guard File.

Sunita Bhatia

(Sunita Bhatia)
Section Officer (Admn.)

UNIVERSITY GRANTS COMMISSION

Statement of Assets and Liabilities for the year ending.....

Name of Officer (in full) with designation.....

Section /Division in which working.....

Details of movable / immovable property

| Name of Distt. Sub-Division Taluk and Village in which property situated | Name & details of property home & lands other building | Present Value & annual income | If act in own name, status in whose name held and his/her relationship to the official and how acquired | Shares, Debentures and Cash, including bank deposits inherits (by him/her or similarly acquired or held by him/her | Other movable property inherited by him/her or similarly owned acquired or held by him/her | Debts & other liabilities incurred by him/her directly or indirectly | Remarks |
|---|--|--|--|--|---|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Signature.....

Place.....

In case where it is not possible to assess the value accurately the approximate value calculated in present conditions may be indicated.

NOTE

1. The declaration form is required to be filled in and/submitted by every member of the staff of the UGC under rule 18(I) of the UGC Employees (Conduct) Regulations, 1967 on first appointment to the service and thereafter, at the interval of every 12 months giving particulars of all immovable/movable property etc. owned acquired or inherited by him/her or held by him/her on lease or mortgage in his/her own name or in the name at any member of his/her family or in the name of other person.
2. The value of items of movable property worth less than Rs. 1000/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books etc. need not be included in such returns.
3. Pleas affix additional sheet if the space above is insufficient for full particulars.