

26.7.12

PREVENTIVE VIGILANCE MATTER
TIME BOUND

No.C-13011/70/2006-Vig
Government of India
Ministry of Human Resource Development
(Department of Higher Education)
Vigilance Section

(281)

1/8

New Delhi, the 30th July, 2012

Subject: Greater transparency and Preventive Vigilance initiative – submission of Property Returns regarding

Attention is invited to Ministry's letter of even number dated 29.11.2006 and subsequent reminders dated 24.8.2007 and 21.7.2008 vide which all Centrally funded Autonomous Institutions and Institutions on which the Ministry has administrative jurisdiction were requested to submit a certificate that all officers who are occupying sensitive posts dealing with administrative and financial matters are regularly submitting their Property Returns to the competent authority. These are not being complied by most of the Institutions.

2. As Institutions are aware that the Conduct Rules applicable to each employee require such an employee to submit his/her Annual Property Return to the competent authority each year. As a measure of Preventive Vigilance and to ensure greater transparency, the Ministry has taken the following decision:-

- (a) All employees/faculty other than the Head of Institution, in all centrally funded autonomous Institutions and Institutions on which the Ministry has administrative jurisdiction would submit their Property Returns latest by 31st January to the competent authority. The said authority would notify on their website the fact of submission of such Returns by the employees and would also name the employees on the site who fail to submit the Returns. Simultaneously, the said authority would furnish a certificate to Under Secretary (Vigilance) in the Ministry by 15th February each year that Property Returns have indeed been submitted by all employees and would name the employees who fail to do so.
- (b) All Heads of Institutions would submit their Property Returns to the Ministry of HRD (Vigilance Wing).
- (c) Such employees including faculty who fail to submit their Property Returns on due date would be denied Vigilance Clearance in addition to the action under Conduct Rules applicable to them.
- (d) For the current year 2012, the Annual Property Return should be submitted latest by 31st August, 2012, if not submitted earlier.
- (e) The administrative authority would scrutinize such Returns in respect of the officials against whom there are repeated complaints.

3. It would be the responsibility of the Head of the Institution to ensure that the aforesaid instructions are complied with and compliance reported to the Ministry.
4. This has the approval of the Central Government in the Ministry.



(Amit Khare)
Joint Secretary & CVO

All Autonomous Institutions as per list enclosed.

Copy for information and necessary action to All Bureau Heads, Joint Secretary and Director/Deputy Secretary level officers of the Ministry of HRD

Copy for information to PS to HRM/PS to MOS (EA)/PS to MOS (DP)

Copy for information to PSO to Secretary (SE&L)/Sr. PPS to Secretary (HE)

Copy for information to Secretary, Central Vigilance Commission, Satarkta Bhawan, GPO Complex, Block A, INA, New Delhi