



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
(University Grants Commission)

शिक्षा मंत्रालय, भारत सरकार

(Ministry of Education, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002

Bahadurshah Zafar Marg, New Delhi-110002

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ज्ञान-विज्ञान विमुक्तये

30 DEC 2020

December, 2020

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

**CIRCULAR**

**Sub: 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 such form as may be prescribed by the Commission giving full particulars regarding:

- (a) 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.
- (b) Shares, debentures and cash including bank deposits inherited by him/her or similarly owned, acquired or held by him/her.
- (c) Other movable property inherited by him/her or similarly owned, acquired or held by him/her; and
- (d) Debts and other liabilities incurred by him/her directly or indirectly.

The UGC Employees are accordingly requested to furnish this return in the prescribed Form (downloaded from [ugc.eoffice.gov.in](http://ugc.eoffice.gov.in)) for the year ending **December, 2020 latest by 15.01.2021.**

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.)

**Encl: as above**

**Copy to:**

1. All Officers/Sections, UGC.-
2. PS to Chairman/VCM/Secretary/FA/AS-I/AS-II/JS (Admn.) UGC.
3. All Regional Offices/ UGC NET Division/35, Ferozeshah Road, UGC,
4. Notice Board
5. Guard File
6. UGC e-office/ UGC website

*Sunita Bhatia*

(Sunita Bhatia)

Section Officer