

विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)  
बहादुर शाह जफर मार्ग, नई दिल्ली - 110 002  
BahadurshahZafarMarg, New Delhi-110002  
Phone : 011-23604328, 011-23604201



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

6<sup>th</sup> December, 2018

**CIRCULAR**

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

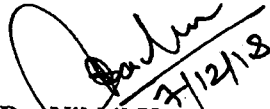
Every employee of the University Grants Commission on the first appointment to any cadre or post and thereafter on such intervals as may be specified by the Commission has to submit a return of his/her assets and liabilities in such form as may be prescribed by the Commission giving full particulars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

- (m) 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.
- (n) Shares, debentures and cash including bank deposits inherited by him/her or similarly owned, acquired or held by him/her.
- (o) Other movable property inherited by him/her or similarly owned, acquired or held by him/her; and
- (p) 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/) enclosed) for the year ending **December, 2017** latest by **31.12.2018**.


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**

  
(Dr. Nikhil Kumar)  
7/12/18  
Education Officer (Admn.)

**Copy to:**

1. All Officers/Sections, UGC.-
2. PS to Chairman/VCM/Secretary/AS/Dir. (A)/F.A., UGC.
3. All Regional Offices/ UGC NET Division/35, Ferozeshah Road, UGC, with sufficient proformas.
4. Notice Board
5. Guard File
6. UGC eoffice/ UGC website

  
(Sudha Sharma)  
(Section Officer)

**UNIVERSITY GRANTS COMMISSION**

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

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

Section /Division in which working.....

**Details of 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. Please affix additional sheet if the space above is insufficient for full particulars.