



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,  
लौंगोवाल, संगरूर, पंजाब - १४८ १०६

(शिक्षा मंत्रालय के अधीन समविश्वविद्यालय)

**Sant Longowal Institute of Engineering and Technology,**  
**Longowal, Dist. Sangrur, Punjab - 148106**  
(Deemed to be University under Ministry of Education)

Ref. No.SLIET/Admn./2024-25/ 5168

Dated : 02/01/2025

**OFFICE ORDER**

As per CVC guidelines, all Government servants belonging to **Group - "A", "B" & "C" and erstwhile Group "D"** shall submit Immovable Property Return "as on 31<sup>st</sup> December" every year by 31<sup>st</sup> January in the prescribed format under Rule 18 of the Central Civil Services (Conduct) rule, 1964, giving full particulars of immovable property inherited/ owned/ acquired/held by them on lease or mortgage either in their own name, or in any of their family member's name, or in any other person's name. Vigilance clearance shall be denied to an officer if he/she fails to submit his/her annual property returns of the previous year by 31<sup>st</sup> January of the following year, as required under rule.

2. The timely submission of Annual Property Return will facilitate to deal with the service matters of employees promptly such as issuance of NOC for applying Indian Passport, tourist visa, forwarding of applications for outside job, promotion etc.
3. Property Return is required to be submitted in the prescribed proforma (available on the Institute's Website: [www.sliet.ac.in](http://www.sliet.ac.in)), and within stipulated time period to the Administration Section, duly countersigned by the HODs/Section In-charges, failing which, the concerned employee will be solely responsible for future complications, if any. Even if there is no change, complete details of property must be mentioned.

This should be treated as mandatory and submitted every year by all concerned.

  
Registrar

Endst. No.SLIET/Admn./2024-25/\_\_\_\_\_

Dated: \_\_\_\_\_

A copy of the above is forwarded to:-

1. Director's Cell
2. All Deans/HODs/Section In-charges : ➤ **To circulate amongst all the faculty/ staff members working in their Departments/ Sections for compliance, every year.**
3. Chief Vigilance Officer, SLIET
4. Dy. Registrar (Admn.)
5. In-charge, ACSS, CSE : ➤ **The same may please be uploaded on the Institute's website.**
6. File copy

  
Registrar