



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संग्रुर, 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./A1, A2/2025-26/ 4059-64

Dated : 07/01/26

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 31st December" every year by 31st 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 dependent person's name. Vigilance clearance shall be denied to an employee if he/she fails to submit his/her annual property returns of the previous year by 31st January of the following year, as required under rule.

2. Timely submission of Annual Property Return (IPR) 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), 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.
4. It has been observed in the past that, employees are mentioning only property acquired/transacted in the past one year. They have to give full details of all the properties held by them or by any of their family members (if any) **within India & Abroad as on 31/12/2025**. Incomplete IPR will not be accepted. Entries like No Changes will also not be accepted.

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

(Authority : Approval of the Director, SLIET dated 23/12/2025).


Registrar

Endst. No.SLIET/Admn./2025-26/ _____

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 & submit the same to Admin. Branch on or before 30th January, 2026 (Friday) before 05:00 P.M.
3. Chief Vigilance Officer, SLIET
4. Dy. Registrar (Admn.)
5. Associate Dean, ERP/Samarth & ACSS : ➤ The same may please be uploaded on the Institute's website.
6. File copy


Registrar