

सत्यमेव जयते

अखिल भारतीय आयुर्विज्ञान संस्थान , बिलासपुर
हिमाचल प्रदेश -१७४०३७
All India Institute of Medical Sciences, Bilaspur
Himachal Pradesh-174037
<https://aiimsbilaspur.edu.in>
e-mail:- info@aiimsbilaspur.edu.in
01978-292575




AIIMS-BLS(B)(15)/Immov. Prop./23- 5573

.03.. January, 2024

OFFICE MEMORANDUM

Subject: - Annual Property Return as on 01/01/2024

1. As per Rule 18(1) of CCS (Conduct) Rules, 1964, every Group 'A' & 'B' Officer is required to submit on first appointment and thereafter at an interval of every 12 months particulars of all immovable property inherited by him/her owned, or acquired or held by him/her on lease or mortgage either in his/her name or in the name of his family or in the name of any other person. Immovable Property Return for the year 2023 is due as on 01.01.2024.
2. Accordingly, all the Head of the Department/Units/Sections are requested kindly to bring this circular to the notice of Group 'A' & 'B' Officer working under them for compliance and they may be asked to submit Annual Returns in the enclosed Perform (Annexure - 'A') in respect of their immovable property as on 01.01.2024. In view of this, all Officers may submit the returns in time, i.e. by 31st January 2024 positively. They may also be submission of the annual immovable property return in their Annual Confidential Report.
3. It has also been observed that number of Group 'A' & 'B' Officer have not been submitted their Annual Property Returns during the last year(s). In this regard, it is informed that the DoPT has recently issued instructions vide their OM No. 11012/11/2007-Estt.A dated 27th September, 2011 that "Vigilance Clearance shall be denied to an officer if he falls to submit his annual immovable property return of the previous year by 31st January of the following year, as required under Government of India decisions under Rule 18 of the Central Civil Service (Conduct) Rule, 1964.
4. The Head of the Departments/Units/Sections may kindly to ensure that all Group 'A' & 'B' Officers working under them submit the return in time. A complete list of Group 'A' & 'B' Officers working under them to update the record for the purpose.


Deputy Director (Admin)
AIIMS Bilaspur, H.P.

Copy To: -

1. PA to ED for information of Executive Director please.
2. Dean (Academics) for information and compliance please.
3. Medical Superintendent for information and compliance please.
4. Head of the Departments for information and compliance please.
5. Superintending Engineer for information and compliance please.
6. Accounts Officer for information and compliance please.
7. All the employees of the Institute.
8. Faculty I/c IT for uploading on website please.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BILASPUR (H.P.)
ANNUAL IMMOVABLE PROPERTY RETURN

Statement of Immovable Property for the year (as on 01.01.....)

Name of the Officer (in full) :

Employee ID:

Present post held :

Department:

Present pay :

Date of Birth:

Date of Joining in service:

Date of Retirement:

Name of District, Sub-division, Tq. & Village in which property is situated	Name & details of property		Present value (₹)	If not in own name, status in whose name held & his /her Relationship to the Govt. servant	How acquired, whether by purchase, lease, mortgage, in heritage, gift or otherwise with date of acquisition & name with details of person/persons from whom acquired	Annual income from the property	Remarks
	Housing & other buildings	Lands					
1.	2.	3.	4.	5.	6.	7.	8.

SIGNATURE

DATE

Inapplicable clause to be struck out

- In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
- Transactions of immovable property as members of Hindu undivided family should also be included in the returns.
- Transactions in immovable property made out of the funds (including Stridhan, Gifts, Inheritance etc.) of the dependents of the officers, irrespective of the persons in whose name the transaction is made, should be reported along with the Annual Property Returns in as separate form.
- Include short term lease also.
- The wording 'No Change or No addition or as in previous year' may be avoided and all details filled up.

Note : The declaration form is required to be filled and submitted by member of Class I and Class II (Group 'A' and Group 'B') services under Rule 15(3) of the Central Civil Services (Conduct) Rules 1955 (now Rule 18(1) of the CCS (Conduct) Rules, 1964), on the first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him in lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person.