



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश

All India Institute of Medical Sciences, Rishikesh - 249203

#AIIMS/RISHI/203/AO/O.M./ 581

Date-09/01/2025

OFFICE MEMORANDUM

Sub: Submission of Immovable Property Return (IPR) for the year 2024 (as on 31.12.2024) by all Faculty/Nursing/ Non-Faculty (Group A, B & C).

It is intimated that all employees [Faculty/Nursing/Non-faculty (Group A, B & C)] are required to submit their Immovable Property Returns for year ending 31st Dec 2024 (as per enclosed annexure) which is mandatory under Rule 18(1) of Conduct Rules, 1964.

2. DoPT OM No 11013/12/93 – Estt. (A) 24.01.1994, stipulates that failure on the part of a government servant to comply with the requirement of the Rule 18 (1) (ii) of CCS Conduct Rules, 1964 can form good and sufficient reason for initiating disciplinary proceedings against individual. Hence, IPR has to be submitted within stipulated time and non-submission of IPR within stipulated date, would invite the denial of vigilance clearance for empanelment, deputation and applying to sensitive posts and assignment to training programme (except mandatory training) as IPR status needs to be checked for the said purpose (s).

3. As per rule 18(2) of CCS (Conduct) Rules 1964, which state that, "No Government servant shall except with previous knowledge of prescribed authority acquire or dispose of any Immovable Property by Lease, Mortgage, Purchase, Sale, Gift or Authorised either in his own name or in name of any member of his family".

4. Attention is also drawn to DoPT's latest guidelines regarding furnishing of IPRs, that usage of phrases such as 'Same as previous year' or 'No change' may strictly be avoided and full particulars of immovable property inherited/owned/acquired or held may be furnished in terms or Rule 18 of CCS (Conduct) Rules, 1964

5. It is therefore requested that all officials may submit their Immovable Property Return (IPR) for year 2024 (as on 31.12.2024), well in time, but not later than within one month from the date of issue of this Office Memorandum.

This issues with approval of Competent Authority.

Encl.: a/a

Gaurav Badola
09/01/25

(Gaurav Badola)
Administrative Officer
AIIMS Rishikesh

Copy to: (for Information)

1. PPS to Director, AIIMS Rishikesh
2. Dean (A)/DDA/MS/FA/SE/PRO/SAO/DDO/AO
3. All HoDs/Incharge of Departments/ All Concerned
4. Website Desk (for publishing on Institute website)
5. Guard File

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2024 AS ON 31.12.2024

1. Name (in full) _____ 2. Designation _____ 3. Emp. ID _____
 4. Department _____ 5. Present Basic Pay _____ 6. Pay Level _____

Description of property	Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	Name & Details of Property Housing, Lands and Other Buildings, Area of land / flat (in case of land/building)	Cost of construction /Acquirement (and year when purchased) including of land in case of house	Nature of land (in case of landed property)	Extent of interest	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	Date of acquisition	How acquired, whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired	Value of property (in Rs.) (Present Value *)	Total Annual Income from property (in Rs.)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Date:-

Signature:-

Name:-

Designation:-

Note

- 1) * In case where is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short term leases also.
- 3) Declaration form is required to be filled in and submitted by every member of Class/ and Class II services under relevant provisions of Conduct Rules and first appointment to the Service and thereafter, at interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in name of any member of his family or in name of any other person dependent on Government servant.
- 4) Wording 'No change or No addition or as in previous year' may be avoided and all details filed up.
- 5) Fill form in duplicate.
- 6) Last date of submission of APR is one month from date of issue of Office Memorandum.