ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(VIGILANCE CELL)

No.F.1/Immov.Prop./92-Vig.
Ansari Nagar, New Delhi-29
Dated the:

Subject: Annual Property Return as on 1.1.2012

As per Rule 18 (1) of CCS (Conduct) Rules, 1964, every Group 'A' & 'B' Officers 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 as on 1.1.2012 is due.

2. Accordingly, the Chief of Centers/Head of the Departments/Units/Sections are
requested kindly to bring this circular to the notice of Group 'A' & 'B' Officers working under
them for compliance. The Officers may be asked to submit Annual Returns in the enclosed
Performa as (Annexure 'A') in respect of their immovable property. The Officers may send
the particulars under confidential cover to the undersigned through their Chief of
Centers/Head of the Department/Unit/Section. It is also requested to provide a complete list
of Group 'A' & 'B' Officer working under them to update the record for the purpose.

3. It has also been observed that number of Group 'A' and ‘B’ Officers have not been
submitted their APRs for 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 fails 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 Services
(Conduct) Rule, 1964." In view of this, all Officers may submit the returns in time, i.e. by
31st January, 2012 positively and mark the date of submission of immovable property
returns. They may also be advised to retain a copy of it with them as they have to
henceforth mention the date of submission of the annual immovable property return in their
Annual Confidential Report.

5. The Chief of Centers/Head of the Departments/Units/Sections may kindly to ensure
that all Group 'A' & 'B' Officers working under them submit the return in time.

(VINEET CHAWDHRY)
DY. DIRECTOR (ADMN.)

DISTRIBUTION:

1. The Chief of all Centers
2. Dean (Academic) and (Examination)
3. Medical Superintendent
4. Head of the Departments/Units/Sections
5. Sr. Financial Adviser
6. Superintending Engineer
7. Chief Admin. Officer
8. Stores Officer

Copy to:- P.P.S. to Director/DD(A)
P.S. to Dean/MS
**Statement of Annual Immovable Property Returns as on 1.1.2012**

Name of Officer (in full and service to which the officer belongs): 

<table>
<thead>
<tr>
<th>Present post held</th>
<th>Name and details of property held</th>
<th>Present Value</th>
<th>If rent from property, name, state and nature of rent receiver</th>
<th>How acquired the properties</th>
<th>Annual Income from the property</th>
<th>Remarks</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>District Sub-Division, Taluk and village in which property is situated</th>
<th>Name of</th>
<th>Present Value</th>
<th>If rent from property, name, state and nature of rent receiver</th>
<th>How acquired the properties</th>
<th>Annual Income from the property</th>
<th>Remarks</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
</table>

Signature: ____________________________

Date: ____________________________
In applicable 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.

NOTE: (1) Transactions of immovable property as members of Hindu Undivided family should also be included in the returns.

(2) Transactions in immovable property made out of the funds (including STR) and Gifts, Inheritance etc.) of the dependents of the officers, irrespective of the person in whose name the transaction is made, should be reported along with the annual Property returns in a separate form.
<table>
<thead>
<tr>
<th>संख्या</th>
<th>नई पत्रि</th>
<th>पूर्व पत्रि</th>
<th>पूर्व पत्रि वर्ग</th>
<th>पूर्व पत्रि जानकारी</th>
<th>पूर्व पत्रि वर्ग</th>
<th>पूर्व पत्रि जानकारी</th>
<th>पूर्व पत्रि वर्ग</th>
<th>पूर्व पत्रि जानकारी</th>
<th>पूर्व पत्रि वर्ग</th>
<th>पूर्व पत्रि जानकारी</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
जो भाग न हो, उसे कर्तव्य है अपनी समीक्षा के लिए इन सूचनाओं का लेन-देन किया जाना चाहिए।

(1) अधिकारियों के बारे में जानकारी के लिए लेन-देन का स्थल (भीमलान, ब्राह्मा, उदारहिनी) आदि व्यक्तियों के नाम से लेन-देन किया गया है, जो एक अलग प्राप्त में समीक्षा के प्रारूप है तथा सूचित किया जाना चाहिए।