



भारत सरकार / Government of India

स्वास्थ्य और परिवार कल्याण मंत्रालय / Ministry of Health and Family Welfare

प्रधान मंत्री स्वास्थ्य सुरक्षा योजना / PMSSY

अखिल भारतीय आयुर्विज्ञान संस्थान / All India Institute of Medical Sciences

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मंगलगिरि, आंध्र प्रदेश / Mangalagiri, Andhra Pradesh

F. No: AIIMS/MG/Admin/Estt/08/2023-24/04.

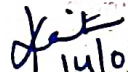
Dt: 14/03/2024

OFFICE CIRCULAR

Sub: Submission of Annual Immovable Property Return as on 01.01.2024 - Reg.

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.
2. Accordingly, the Head of the Departments/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 Proforma (**Annexure -A**) in respect of their immovable property as on 01.01.2024.
3. In view of this, all Officers may submit the returns by **20th March, 2024**. 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.
4. The Head of the Departments/Units/Sections may kindly ensure that all Group 'A' & 'B' Officers working under them submit the return in time.

This issues with the approval of the competent authority.


14/03/2024
(Smt. J. Kavitha)
Establishment In-charge.

Encl: Annual Immovable Property Returns form.

Copy to:

1. Deans/MS/DDA/FA/SE/All HoD's, AIIMS, Mangalagiri
2. Team AIIMS, Mangalagiri.
3. PA to Director/PS to DDA & PA to Dean.
4. IT Cell for uploading on Institute's website
5. Guard file.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES,
Mangalagiri, Andhra Pradesh, 522503

(Submission on or before 20th March 2024)

ANNEXURE - 1 (Submit Every Year)
Statement of Immovable Property for the year ending 31.12.2023

Sl. No	Description of property	Pre- vious location (Name of District, Division, Taluk and Village in which the property is situated and also in distinctive number etc.)	Area of Land (in case of land and building)	Nature of Land in case of landed property	Extent of interest	If not in own name, state in whose name held and his/her relationship, if any to the Institute employee	Date of acquisition	How acquired by (whether purchase, mortgage, lease and name with details of person /persons from whom acquired (address and connection of the Institute employee, if any, with the person /persons concerned) (Please see note:1 below)	Value of property (Please see Note -2 below)	Particulars of sanction prescribed authority, if any
1	2	3	4	5	6	7	8	9	10	11

Date: _____
To _____

SIGNATURE : _____
Name : _____
Designation : _____

Employee Department: _____

Administration
Note 1 & 2 (please see backside of this page)

NOTE:1	<p>For the purpose of Column 5, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government Servant, such a lease should be shown in this column irrespective of the term of the lease, whether it is short term or long term, and the of payment of the rent</p>
NOTE:2	<p>In column 10 should be shown:</p> <ul style="list-style-type: none">(a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition(b) Where it has been acquired by lease, the total annual rent thereof also; and(c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.