



भारतसरकारGovernment of India

स्वास्थ्यऔरपरिवारकल्याणमंत्रालयMinistry of Health and Family Welfare

प्रधानमंत्रीस्वास्थ्यसुरक्षायोजनाPMSSY

अखिलभारतीयआयुर्विज्ञानसंस्थानAll India Institute of Medical Sciences

www.aiismangalagiri.edu.in

मंगलगिरि, आंध्रप्रदेशMangalagiri, Andhra Pradesh

F No: AIIMS-MG/Admin/Circulars/04/2024-25/23

Dated: 20/12/2024

CIRCULAR

Subject: Submission of Annual Immovable Property Return as on 01.01.2025-reg

1. As per Rule 18 (1) of CCS (Conduct) Rules, 1964, every permanent employee (Group-A,B,C) 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/cells/branches are requested kindly to bring this circular to the notice of every permanent employee working under them for compliance and they may be asked to submit Annual Returns in the enclosed Proforma (Annexure-I) in respect of their immovable property as on 01.01 2025.
3. In view of this, every permanent employee must submit their returns before 31.01.2025. They may also be advised to retain a copy of it with them as they must henceforth mention the date of submission of the annual immovable property return in their Annual Confidential Report/APAR.
4. The Head of the Departments/Units/Sections/cells/branches may kindly ensure that all Group 'A', 'B' & 'C' employees working under them submit their returns in time.

This is issued with the approval of Competent Authority.

Col. Shashikanth Thumma
(Deputy Director Admin.)

कर्नल शशिकान्त थुम्मा

Colonel Shashikanth Thumma

उप निदेशक (प्रशासन) / Deputy Director (Administration)
Ministry of Health & Family Welfare, Government of India
All India Institute of Medical Sciences, Mangalagiri

Encl: Annual Immovable Property Returns form.

To,
All HoDs/ In-charges and teamaiismangalagiri, AIIMS, Mangalagiri.

Copy for information to:

1. Deans, DDA, MS, FA, SE, Principal, AIIMS Mangalagiri.
2. Administrative Officer, AIIMS Mangalagiri.
3. PA to Director, AIIMS Mangalagiri.
4. PS to DDA, Steno. O/o AO, AIIMS Mangalagiri.
5. IT Cell, AIIMS Mangalagiri for uploading on Institute's website.

(Submit on or before: 31/01/2025)

ANNEXURE-1 (Submit Every Year)
Statement of immovable property for the year ending 31-12-2024

S.no.	Description of Property	Precise 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 (whether by purchase, mortgage, lease and name with details of person/person from whom acquired (address and connection of the institute employee, if any, with the person/person concerned) (please see note: 1 below)	Value of property (please see Note: 2 below)	Particulars of sanction of 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 back side of this page)

Note:1	For the purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding on 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 payment of the rent.
Note:2	<p>In column 10 should be shown:</p> <p>(a) where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition</p> <p>(b) Where it has been acquired by lease, the total annual rent thereof also; and</p> <p>(C) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.</p>