

No. Per (AP.B)B(17)-1/2004
Government of Himachal Pradesh
Department of Personnel (AP-II)

From

Pr. Secretary (Personnel) to the
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Heads of Departments in H.P.
3. All the Divisional Commissioners in H.P.
4. All the Deputy commissions in H.P.

Dated Shimla-171002

10th January, 2011

Subject : Submission of Returns of Assets and Liabilities under Rule 18 of CCS (Conduct) Rules, 1964.

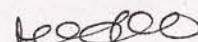
Sir,

I am directed to say that according to the provision as contained in Rule 18 (1) (i) of CCS (Conduct) Rules, 1964 every Government servant shall on his first appointment to any service or post submit a Property Return in the prescribed form giving full particulars of the immovable and movable property owned by him/spouse. Rule 18 (1) (ii) of the rules ibid provides that every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own or in the name of any member of his family or in the name of any other person. Rule 18 (2) and 18 (3) of these rules deal with the acquisition and disposal of immovable and movable property.

Instances have come to notice that despite clear provisions in the Conduct Rules and repeated instructions issued in this behalf, the provisions of above mentioned Rules are being not adhered to and the Annual Property Returns are not being obtained from the Government servants concerned. It is the responsibility of the concerned controlling/appointing authority to ensure that the Rules are adhered to. All the Administrative Secretaries and Heads of Departments are, therefore, requested to ensure the compliance of these provisions of the Conduct Rules.

This may be treated as 'Urgent' and any lapse in this regard will be viewed seriously.

Yours faithfully,



Deputy Secretary (Personnel) to the
Government of Himachal Pradesh.

No. Per (AP.B)B(17)-1/2004
Government of Himachal Pradesh
Department of Personnel (AP-II)

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Pr. Secretary (Personnel) to the
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Dated Shimla-171002,

10th January, 2011

Subject :

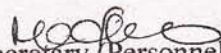
Submission of Returns of Assets and Liabilities under Rule 18 of CCS (Conduct) Rules, 1964.

Sir,

I am directed to say that according to the provision as contained in Rule 18(1) (i) of CCS(Conduct) Rules, 1964 every Government servant shall on his first appointment to any service or post submit a Property Return in the prescribed form giving full particulars of the immovable and movable property owned by him/spouse. Note 1 below this rule provides that this provision shall not ordinarily apply to Class IV servants but the Government may direct that it shall apply to any such Government servant or class of such Government servants. This matter has been considered by the Government and in order to maintain uniformity it has been decided that the aforesaid provision of CCS (Conduct) Rules shall also be applicable in the case of all Class IV employees and accordingly every appointing authority shall obtain a Return of Assets and Liabilities on the prescribed form as per the provision of Rule 18(1) (i) of CCS (Conduct) Rule, 1964 from the persons appointed to Class IV posts in the Government at the time of their joining. It has further been decided that a copy of Return of Assets and Liabilities so obtained and duly verified shall be pasted in the service book of the employee concerned. A mention to this effect be included in the appointment letter itself to ensure that the information is obtained in time.

This decision may please be brought to the notice of all concerned for strict compliance and receipt of this communication may also be acknowledged.

Yours faithfully,


Deputy Secretary (Personnel) to the
Government of Himachal Pradesh.

No. Per (AP.B)B(17)-1/2004
Government of Himachal Pradesh
Department of Personnel (AP-II)

From

Pr. Secretary (Personnel) to the
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Heads of Departments in H.P.
3. All the Divisional Commissioners in H.P.
4. All the Deputy commissions in H.P.

Dated Shimla-171002

10th January, 2011

Subject : Submission of Returns of Assets and Liabilities under Rule 18 of CCS (Conduct) Rules, 1964.

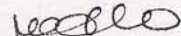
Sir,

I am directed to say that according to the provisions contained in Rule 18(1) (i) of CCS(Conduct) Rules, 1964 every Government servant shall on his first appointment to any service or post submit Property Return in a prescribed form giving full particulars of the immovable and moveable property, shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him and debts and other liabilities incurred by him directly or indirectly. It has been noticed that despite clear provision of the Conduct Rules and repeated instructions issued thereunder the provision of conduct rules are not being adhered to in letter and spirit.

After due consideration and with a view to ensure the compliance of above provision of Conduct Rules, it has been decided by the Government that every incumbent appointed to a service/post under the Government will submit the details of assets and liabilities on the prescribed form as per the provision Rule 18(1) (i) of CCS(Conduct) Rule, 1964 at the time of joining which shall be pasted in the service book of the employees concerned by the appointing authority after due verification. A mention to this effect be included in the appointment letter itself to ensure that the information is obtained in time.

This decision may please be brought to the notice of all concerned for strict compliance and receipt of this communication may also be acknowledged.

Yours faithfully,


Deputy Secretary (Personnel) to the
Government of Himachal Pradesh.

Per(AP.B)B(17)-1/2004
Government of Himachal Pradesh
Department of Personnel
(Appointment-II)

From

The Pr. Secretary (Personnel) to the
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Heads of Departments in H.P.
3. All the Divisional Commissioners in H.P.
4. All the Deputy Commissioners in H.P.

Dated Shimla-2,

th
28 February, 2011

Subject:-

Submission of Returns of Assets and Liabilities under Rule 18 of CCS (Conduct) Rules, 1964.

Sir,

I am directed to say that Rule 18 (1) (ii) of CCS (Conduct) Rules, 1964 provides that every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own or in the name of any member of his family or in the name of any other person. Rule 18 (2) and 18 (3) of the rules ibid deal with the acquisition and disposal of immovable and movable property.

The matter has been considered by the Government and it has been decided that the following categories of Class-III employees will submit the Property Returns annually to their controlling officers:-

1. Patwaris/Kanungos of Revenue Deptt./ Consolidation Deptt./Settlement Deptt.
2. Inspectors/Sub Inspectors/Asstt. Sub Inspectors of Police Department.
3. Inspectors of Excise & Taxation Department.
4. Inspectors of Weights & Measures / Food & Supplies Department.
5. Inspectors of Cooperative Department.
6. Mining Inspectors/Extension Officers of Industries Department

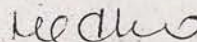
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7. Forest Guards/Dy.Rangers of Forest Department.
8. Panchayat Secretaries/Panchayat Inspectors of Panchayati Raj Department.
9. Labour Inspectors/Shop Inspectors of Labour Deptt.
10. Food Inspectors of Health Deptt.
11. Junior Engineers of PWD/IPH/RD Departments and other Departments where the post of JE is in existence.

It will be the responsibility of the concerned controlling/appointing authority to ensure that these instructions are adhered to in letter and spirit and Property Returns so obtained are scrutinized in right perspective.

This decision may please be brought to the notice of all concerned for strict compliance and receipt of this communication may also be acknowledged.

Yours faithfully,


Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

Immediate
Personal Attention

Per(AP.B)B(17)-1/2004
Government of Himachal Pradesh
Department of Personnel
(Appointment-II)

From

The Pr. Secretary (Personnel) to the
Government of Himachal Pradesh.

To

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Heads of Departments in H.P.
3. All the Divisional Commissioners in H.P.
4. All the Deputy Commissioners in H.P.

Dated Shimla-2,

5th July, 2011

Subject:-

Regarding uploading of all Annual Property Returns
filed by the Government Officials on the website of
the departments.

Sir,

I am directed to say that Rule 18 (1) (ii) of CCS (Conduct) Rules, 1964 provides that every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an **Annual Property Return** in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own or in the name of any member of his family or in the name of any other person. In addition to above your attention is invited to this Department letter of even No. dated 28.2.2011 which envisages filing of **Annual Property Returns** by certain categories of Class-III employees of different departments.

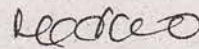
Now, in the review meeting of Vigilance Department held on 16.5.2011, it has been decided that in order to bring greater transparency in the Government, all **Annual Property Returns** filed by the Government officials may be uploaded on the website of the departments.

It is, therefore, requested that all Annual Property Returns filed by the Government officials may be uploaded on the

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website of the departments and these instructions may strictly be adhered to and brought to the notice of all concerned for strict compliance. Any deviation to these instructions will be viewed seriously and stern action may be initiated against defaulting officers/officials.

Yours faithfully,

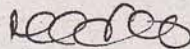


Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

Endst. No.As above,

Dated Shimal-2, 5th July, 2011

Copy to the Additional Secretary (Home/Vig.) to the
Government of Himachal Pradesh, for information with reference to
his letter No. Home (Vig.) B(15)-4/2011 (CS-Review), dated 9.6.2011



Deputy Secretary (Personnel) to the
Government of Himachal Pradesh