

Immediate
Time Bound

No.Per(A-IV)-F(11)-1/2012
Government of Himachal Pradesh
Department of Personnel (A-IV)

From

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

To

Mr./Ms. _____ HPAS/HPSS,

All the HPAS/HPSS Officers

Dated Shimla-171 002, the 30th January, 2012.

Subject:

Regarding submission of Assets & Liability Return as on
31.12.2011, as required under rule 18(1) of CCS (Conduct) Rules,
1964.

Sir/Madam,

I am directed to refer to subject cited above and to say that Rule 18 (1) (i) of CCS (Conduct) Rules, 1964, provides that every Government Servant shall on his/her first appointment to any service or post submit a return of his/her assets & liabilities in such form as prescribed by the Government giving full particulars of the immovable and movable property. Besides, the para (c) of Government of India's Order below Rule 18 of CCS (Conduct) Rules, 1964, also envisages that every Government Servant shall submit such returns, after the first, at an interval of five years, on or before the 31st day of March of the year immediately following the year to which the return relates and every such return shall be as on the 31st day of December of the year immediately preceding the said 31st day of March. It is therefore, requested that Assets & Liability Return for the year 2011 as on 31.12.2011, as required under Rule 18 of CCS (Conduct) Rules, 1964, may kindly be sent to this Department, latest by 15th February, 2012, positively, on the proforma indicated in the Rules ibid. The proforma can be downloaded from the website http://www.himachal.nic.in/personnel/pdf/2009Return_Form.pdf

It is also requested that while sending the property return the wording "No change or No addition or as in previous year" may be avoided and all columns/details may be filled in accurately. Besides, only scanned softcopy (in a pdf format) of the Assets & Liability Return for the year 2011 (duly signed) may be supplied to this Department on the e-mail Id of Department of Personnel i.e. persbr4-hp@nic.in and no hard copies of the return may be sent to this Department through post.

This may be treated as most urgent and personal attention may also be given.

Yours faithfully,

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