



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110
All India Institute of Medical Sciences, Rajkot, Gujarat 360110

A Central Autonomous Body under PMSSY, MoH&FW

Government of India www.aiimsrajkot.edu.in



AIIMS/Rajkot/Admin/Circular/2024-25/7162

Dt: 19-12-2024

CIRCULAR

Subject: Guidelines regarding submission of Annual Property Return.

In accordance with Rule 18 of the CCS (Conduct) Rules, 1964, all Government officials are required to submit an annual return of immovable property (IPR) held by them, their spouse, or any member of their family. The definition of Family is also provided in the above-mentioned CCS Rules.

Thus, to ensure adherence to the provisions of **Rule 18, CCS (Conduct) Rules, 1964**, following guidelines are being circulated:

1. Every officer/official of AIIMS – Rajkot belonging to any post shall submit an Annual Property Return in attached format.
2. Annual Property Returns to be submitted by **January 31st of each year**, for the preceding calendar year.
3. Vigilance clearance would be denied for those failing to submit above said APR and no consideration would be given for empanelment for senior level post.
4. Implementation of disciplinary actions as per rules in cases of wilful suppression of information.

This is issued with the approval of competent authority.



Kuldeep G. B.

(Dr. Kuldeep G. B.)

Off. Deputy Director (Admin)

AIIMS - Rajkot

कार्यवाहक उप निदेशक (प्रसा.)

Offg Deputy Director (Admin.)

एम्स राजकोट - ३६० ००१, गुजरात.

AIIMS Rajkot - 360 001, Gujarat.

Copy to:

1. PA to Executive Director, AIIMS – Rajkot
2. Dean (Academics), AIIMS – Rajkot
3. Administrative & Accounts Officer, AIIMS – Rajkot.
4. In-Charge IT Cell for uploading the same on the AIIMS Website.
5. Office File

अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट

All India Institute of Medical Sciences, Rajkot

STATEMENT OF ANNUAL IMMOVABLE PROPERTY RETURN FOR THE YEAR AS ON / /

1. Name of Officer (in full): _____
2. Present Post Held: _____
3. Date of Joining: _____
4. Department: _____
5. Present Pay: _____

(1) Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	(2) Name & Details of Property, Housing, Lands and Other Buildings	(3) Cost of construction/Acquirement (And year when purchased) including of land in case of house	(4) Present Value *	(5) If not in own name, state in whose name held & his/her relationship to the Govt. Servant	(6) How acquired, whether by purchase, lease **, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	(7) Annual Income from property	(8) Remarks

Signature: _____

Name: _____

Father's Name _____

Designation: _____

Date: _____

Contact No.: _____

Note: Please read the notes overleaf before filling up the form.

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NOTES

- 1) * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short term leases also.
- 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II services under relevant provisions of Conduct Rules and the first appointment to the Service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government Servant.
- 4) The wording 'No Change or No Addition or As in previous year' may be avoided and all details filled up.
- 5) AIS Officers are requested to fill the form in duplicate.