

Most Immediate

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

From

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

To

_____HPAS/HPSS,

_____.

Dated Shimla-171 002, the 31st August, 2015.

Subject:-

Regarding submission of Assets & Liability Return as on
31/03/2015, as required under Rule 18(1) of CCS
(Conduct) Rules, 1964.

Sir,

I am directed to refer to the 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 & liability in such form as prescribed by the Government giving full particulars of the immovable and movable property. Besides, the para © of Government of India's Order below Rule 18 of the 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. It is therefore, requested that Assets & Liability Return for the year 2015, as required under Rule 18 of the CCS (Conduct) Rules, 1964, may be sent to this department, immediately, on proforma indicated in the rules *ibid*. The proforma can be downloaded from the website <http://www.himachal.nic.in/personnel>

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 be filled in accurately. Besides, scanned softcopy (in a pdf format) of the Assets & Liability Return, duly signed, may also be supplied to this department on email Id of Department of Personnel i.e. persbr4-hp@nic.in and hard copies may be supplied to this department through registered post or special messenger.

Yours faithfully,

(Dr. Man Singh)

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

Ph. No. 0177-2622686

Email Id: persbr4-hp@nic.in
