

For Personal Attention
Immediate

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

From

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

To

All the H.P. Administrative Service and
H.P. Secretariat Service Officers,
Himachal Pradesh

Dated Shimla-171 002, the **12th** October, 2023.

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

Madam/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, movable property, shares, debentures and cash including bank deposits inherited by him/her or held by him/her, debts and other liabilities incurred by him/her directly or indirectly. Besides, the Rule 18(1)(ii) also provides that every Government servant belonging to any service or holding any post 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/her or owned or acquired by him/her or held by him/her on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any other person. But it has been noticed that many HPAS/HPSS officers upon their appointment/induction/promotion have not submitted that Assets & Liability Return till date. It is therefore, requested that latest Assets & Liability Return, as required under Rule 18 of the CCS (Conduct) Rules, 1964, be sent to this department, immediately, through **MANAV SAMPADA PORTAL**. It is also informed that if any officer has submitted their complete Assets & Liability Return during past year(s), even then they may ensure for submission of their annual return of immovable property, as per Rule 18(ii) of the CCS (Conduct) Rules, 1964 and as per instructions issued by the Department of Personnel vide OM No. Per(AP-B)A(3)-6/2012 dated 14th July, 2021.

It is also requested that while sending the property return the wording **"No change or No addition or as in previous year"** be avoided and all columns/details be filled in accurately.

Yours faithfully,

Signed by

(**Amarjeet Singh**)
Special Secretary (Personnel) to the
Government of Himachal Pradesh.
Date: 12-10-2023 17:50:23
Ph. No. 0177-2621894
Email Id: persbr4-hp@nic.in