

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 Divisional Commissioners in H.P.
3. All the Heads of Departments in H.P.
4. All the Deputy Commissioners in H.P.

Dated Shimla-2, the 4th July, 2012

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

Sir,

I am directed to invite your attention to this Department's letters of even number dated 10.01.2011, 28.2.2011, 3.6.2011, 5.7.2011, 22.11.11, 1.12.2011, 5.1.12, 19.1.2012, 6.2.2012 and 22.2.2012 on the subject cited above and to say that Under Rule 18 (1) (i) of the Central Civil Services (Conduct) Rules, 1964, read with Note III thereto provide that every Government servant shall on his first appointment to any service or post and thereafter at such intervals as may be specified by the Government, submit a return of his/her assets and liabilities in such form as may be prescribed by the Government giving the full particulars as indicated in that rule.

2. Further clause (ii) of Rule 18 (1) of the CCS (Conduct) Rules, 1964, provides that every Government servant holding a Group 'A' or 'B' post is required to submit an annual return giving full particulars regarding the immovable property inherited by him/her or owned or

Contd..P..2..

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. The need for obtaining these returns regularly and making careful scrutiny of the same was reiterated from time to time.

3. It has, however, been noticed that despite repeated instructions issued in this behalf from time to time, the same are not being complied with strictly resulting that the returns in respect of moveable and immovable property, has not yet been filed by all the officers/officials. This is because the authorities concerned are not pressuring the employees under their control to strictly adhere the Government instructions and file the said returns well in time.

4. The disobedience of Government instructions in this matter has been viewed seriously and it has been decided that henceforth, **all the Government officers/officials of all categories to whom the CCS (Conduct) Rules are applicable, are required to file their annual statement of assets and liabilities as on the date of 31st day of December of the preceding year, latest by 31st day of January of the next year.**

5. It shall be the responsibility of the Head of the Department to appoint one nodal officer for this purpose in respect of each and every office under his control who shall be entirely responsible for obtaining such statements from all the employees working under his jurisdiction and in case any employee fails to do so or does not cooperate, the nodal officer shall bring this fact into the notice of the HOD without fail for initiating disciplinary action against such employee(s) for disobedience of Government instructions/orders.

6. It has further been decided to provide last opportunity to such officers/officials who has not yet submitted the return of their assets

:3:

and liabilities and such Government servants must submit the said return latest by 30th August, 2012.

7. In respect of newly recruited incumbents, irrespective of their category/post, it shall be the responsibility of the "Appointing Authority" concerned to obtain the first return of assets and liabilities as on the date of appointment immediately after the joining of the incumbent.

8. The above instructions may be brought to the notice of all the Officers/officials and they are directed to file their annual return of Assets and Liabilities for the year ending on 31st December, invariably before 31st January of the next year. It may be impressed upon them that failure on the part of a Government servant to comply with the aforesaid instructions, can form good and sufficient reason for instituting disciplinary proceedings against them. Strict action will be initiated against such officers/officials, who fail to submit the returns in time or furnish wrong information. Even such defaulter officers/officials will not be considered for further promotion. The performance of the nodal officers in obtaining returns from his subordinate Officers/officials within the stipulated time, shall be recorded by the concerned Head of the Department in the Annual ACRs/APARs of the concerned nodal Officer.

9. These instructions may be widely circulated and brought to the notice of all of the employees for strict compliance.

Yours faithfully,



Under Secretary (Personnel) to the
Government of Himachal Pradesh

.....