

THROUGH E-MAIL ONLY
HIGH COURT OF HIMACHAL PRADESH SHIMLA-171001

No.HHC/Admn.10 (138)93-XIII- 2/358
Dated Shimla the, 26th July, 2022.

07/8.

From

The Registrar General,
High Court of Himachal Pradesh,
Shimla-171001.

To

✓ All the District and Sessions Judges
in Himachal Pradesh.

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

Sir,

On the captioned subject, I have been directed to send copy of letters No. Per(AP.B)B(17)-1/2004, dated 28.2.2011, Per(AP-B)A(3)-6/2012, dated 13.09.2012, Per(AP-B)B(17)-1/2004, dated 04.07.2012 and No. Per(AP-B)A(3)-6/2012, dated 19.05.2016 for favour of information and necessary action.

Kindly acknowledge the receipt.

Yours faithfully,

Encls. As above.



Registrar (Establishment)

Per(AP.B)B(17)-1/2004
Government of Himachal Pradesh
Department of Personnel
(Appointment-II)

218

35

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

Dated Shimla-2,

28th February, 2011

Subject:-

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

Sir,

I am directed to say that Rule 18 (1) (ii) of CCS (Conduct) Rules, 1964 provides that every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' 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 or owned or acquired by him or held by him on lease or mortgage either in his own or in the name of any member of his family or in the name of any other person. Rule 18 (2) and 18 (3) of the rules ibid deal with the acquisition and disposal of immovable and movable property.

The matter has been considered by the Government and it has been decided that the following categories of Class-III employees will submit the Property Returns annually to their controlling officers:-

1. Patwaris/Kanungos of Revenue Deptt./ Consolidation Deptt./Settlement Deptt.
2. Inspectors/Sub Inspectors/Asstt. Sub Inspectors of Police Department.
3. Inspectors of Excise & Taxation Department.
4. Inspectors of Weights & Measures / Food & Supplies Department.
5. Inspectors of Cooperative Department.
6. Mining Inspectors/Extension Officers of Industries Department

Contd...P/2..

- 7. Forest Guards/Dy.Rangers of Forest Department.
- 8.Panchayat Secretaries/Panchayat Inspectors of Panchayati Raj Department.
- 9. Labour Inspectors/Shop Inspectors of Labour Deptt.
- 10. Food Inspectors of Health Deptt.
- 11. Junior Engineers of PWD/TPH/RD Departments and other Departments where the post of JE is in existence.

It will be the responsibility of the concerned controlling/appointing authority to ensure that these instructions are adhered to in letter and spirit and Property Returns so obtained are scrutinized in right perspective.

This decision may please be brought to the notice of all concerned for strict compliance and receipt of this communication may also be acknowledged.

Yours faithfully,

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Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

220

Immediate
Personal Attention

Per(AP-B)A(3)-6/2012
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 Heads of Departments in H.P.
3. All the Divisional Commissioners in H.P.
4. All the Deputy Commissioners in H.P.

Dated Shimla-2,

th
13 September, 2012

Subject:-

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

Sir,

P₃/1-3

I am directed to invite your attention to this Department letter number Per(AP-B)B(17)-1/2004, dated 4th July, 2012 on the subject cited above, vide which instructions have been issued that Nodal Officers in each department will be responsible for obtaining annual property returns of the Government officers/officials of all categories to whom the CCS (Conduct) Rules are applicable.

P₃/1-3

The matter for framing a new Module for Annual Property Return, which include Forms I-V of Returns of Assets & Liabilities was under consideration of the Govt. and the same has now been uploaded in the PMIS Application. The procedure/steps for submitting Annual Property Return online using PMIS software is enclosed as per Annexure-'A'. It is, therefore, requested that the Returns of Assets & Liabilities may be uploaded online using PMIS software within a month under intimation to this Department.

P₃/19-2

Yours faithfully,

etc Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

Endst.No.:Per(AP-B)A(3)-6/2012 Dated Shimla-2, 13 September, 2012
Copy to the Director, Department of Information Technology,
Himachal Pradesh, Shimla-9 for information with reference to his letter No.DIT-
G(2)-5/2004-LOOSE-29, dated 04.09.2012.

P₃/18

etc Deputy Secretary (Personnel) to the
Government of Himachal Pradesh

Steps for submitting Annual Property Return

STEP- 1. Update Property Details on PMIS

- a. The Employee has to login with his own Login ID and password for updating details.
- b. After login the concerned employee has to click on the module :
My Profile -> Update Property.
- c. Select option as "View/Cancel Property or Add Property" as per the requirement

EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES

Department Enter Employee Code
 First Name Middle Name
 Last Name Date of Birth
 Add Property Submit Annual Property Return

d. How to Update Contact Details:

Click on the module; My Profile-> Update Contact Details.

UPDATE EMPLOYEE CONTACT DETAILS

Department Enter Employee Code
 First Name Middle Name
 Last Name Date of Birth

Present Contact Details

Phone Number (with STD Code)
 Mobile Number (Don't Prefix '0' or '+91')
 e-mail Address

Permanent Contact Details

Phone Number (with STD Code)

e. How to Add My Scanned Signatures:

Click on the module; My Profile-> Upload Signatures.

UPDATE MY SCANNED SIGNATURE

Department Enter Employee Code
 First Name Middle Name
 Last Name Date of Birth
 Upload Sign

STEP- 2. Every Year, employees has to submit his Annual Property Return on PMIS

- a. The Employee has to login with his own Login ID and password for updating details.
- b. After login the concerned employee has to click on the module
My Profile-> Update Property.

c. Select option Submit Property Return.

Search on Employee Service History
EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES

Department	Enter Employee Code
First Name	Middle Name
Last Name	Date of Birth
View Current Property Add Property Submit Annual Property Return	

submit Annual Property Return For the Year 2011	<input type="button" value="View"/>	<input type="button" value="Submit"/>
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Click on the "Submit" button and your property details will be submitted for the selected year.

d. SMS and e-Mails be generated and sent:-

1. e-Mail: On submission of APR, e-mail will be sent to concerned employee and concerned Establishment Office.
2. SMS: On submission of APR, SMS will be sent on mobile number of the concerned employee.
3. SMS Reminder: On end of every month, SMS reminder will be sent to all employees who have not submitted their APR for the Current Year.

STEP- 3. Property Details of an employee can be searched from the PMIS main page on clicking the "View Property Return" option.

223

**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

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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

925

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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

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226

10.7

No. Per(AP-B)A(3)-6/2012
Government of Himachal Pradesh
Department of Personnel
(Appointment-II)

From

Dated Shimla-171002, the

19th May, 2016

To

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

1. All the Administrative Secretaries to the Government of Himachal Pradesh.
2. All the Heads of Department in H.P.
3. All the Divisional Commissioners in H.P.
4. All the Deputy Commissioners in H.P.
5. All the Managing Directors, Registrars, Secretaries of Boards/Corporations/Universities/Autonomous Bodies etc. in H.P.

Subject:

Regarding issuing of directions for the compliance of Section 39 of Himachal Pradesh Lokayukta Act, 2014 (No. 23 of 2015).

Sir,

I am directed to invite your attention to the subject cited above and to say that the words "public servant" denote a person falling under any of the descriptions under the Section 21 of Indian Penal Code. Further, all persons, who are covered under Chapter-VI, Section 13 of the abovesaid Act have been defined as 'public servants' for the purpose of attracting the provisions of Prevention of Corruption Act, 1988 or the Himachal Pradesh Prevention of Specific Corrupt Practices Act, 1983. The Section 39 of Himachal Pradesh Lokayukta Act, 2014 (Act No. 23 of 2015) mandates that every public servant holding office as such, at the time of commencement of the said Act, shall make declaration of his assets and liabilities to the competent authority within 30 days of the coming into force of the Act. The competent authority, defined under Section 2(a) of the Act *ibid*, in respect of each Department, has to ensure that all such statements are published on the website for the Department by 31st August of that year.

227
-108-

It is, therefore, requested that the compliance of the mandatory provision of Section 39 of the Act in letter and spirit may please be ensured without fail.

Yours faithfully,



(Amarjeet Singh)
Special Secretary(Personnel) to the
Government of Himachal Pradesh.
Telephone No. 0177-2622132.

Endst. No. Per(AP-B)A(3)-6/2012 Dated shimla-2, 19th May, 2016.

A copy is forwarded to the Secretary, Lokayukta Himachal Pradesh, Pines Grove Building, Shimla-171002 with reference to D.O. letter No. Loka-2(B)2/2012 dated 09th May, 2016 for information.



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