

Government of Himachal Pradesh
Department of Personnel

No. Per (AP-B)A(3)-6/2012

Dated: Shimla-171002, 14.07.2021

OFFICE MEMORANDUM

Attention is invited towards this Departments' instructions issued vide letters No. Per(AP-B)-B(17)-1/2004, dated 28th February, 2011, No. Per(AP-B)-B(17)-1/2004, dated 4th July, 2012, No. Per(AP-B)-A(3)-6/2012, dated 13th September, 2012 and even number dated 19th May, 2016 on the subject cited above and to say that every Government servant on his first appointment to any service or post in the affairs of State Government and all the Government officers/ officials to whom the CCS(Conduct) Rules, 1964 are applicable, are required to file/submit their annual statement of assets and liabilities as on the date of 31st day of the December of the preceding year, latest by 31st day of January of the next year.

2. Instructions have also been issued by the State Government vide letter of even number dated 19.5.2016, in compliance to Section 39 of Himachal Pradesh Lokayukta Act, 2014 (Act no. 23 of 2015), which stipulates 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 or the department by 31st August of that year.

General
Further, as per the instructions issued by the Government of India, Ministry of Personnel, Public Grievances & Pensions Department of Personnel & Training vide Office Memorandum dated 26.10.2015 & dated 5.1.2016 (copy enclosed for ready reference), the Immoveable Property Returns are required to be filed by all Government servants belonging to Group A,B,C and erstwhile Group D in terms of the Section 18(4) of the CCS (Conduct) Rules and all Cadre Controlling Authorities shall place the IPRs in the public domain. It has also been directed that the Officer who do not submit the Immoveable property returns in time, would be denied Vigilance Clearance and will not be considered for promotion and empanelment for senior level posts in the Government of India.

4. It has come to the notice of the Government that these instructions are not being adhered to strictly in letter and spirit. Hence, the disobedience of Government instructions has been viewed very seriously. Therefore, it is requested that the above instructions may be brought to the knowledge/ notice of all the officers/ officials of all categories for strict compliance failing which it will be presumed as violation of the conduct rules, hence, the Vigilance Clearance Certificate in his case may not be issued for considering them for further promotion, empanelment etc. 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 also be initiated against such officers/ officials, who fail to submit the returns in time or furnish wrong information.

5. For this purpose, it shall be responsibility of the Head of the Department to appoint one Nodal Officer 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 officer/ official 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 officer/ official for disobedience of Government instructions/ orders.

6. The Return of Assets and Liabilities comprising Form-I to V may be uploaded online using PMIS Software within a month following the steps as already illustrated in the instructions dated 13th September, 2012.

BY ORDER

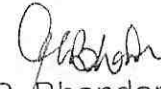
Prabodh Saxena
Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh

Endst. No. Per (AP-B)A(3)-6/2012 Dated: Shimla-171002, 14.07.2021

Copy 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.
5. All the Managing Directors, Registrars, Secretaries of Boards/

Corporations/ Universities/Autonomous Bodies etc. in H.P.


(O. P. Bhandari)

Joint Secretary (Personnel) to the
Government of Himachal Pradesh
Email persbr2-hp@nic.in
Phone No.0177-2626097

**Directorate of Higher Education
Himachal Pradesh, Shimla**

Endst. No. EDN-H(1) B(15) 07/2021 Inst. Dated: Shimla-171001

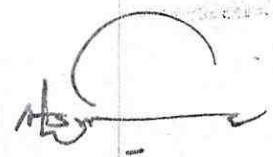
04th October 2021

Copy for information and further necessary action to :-

1. The Additional Director, Admin./College/School, Directorate of Higher Education H.P.Shimla.
2. All the Branch officers / Superintendents, Directorate of Higher Education H.P. Shimla-1.
3. PS to the DHE, HP Shimla-1.
4. The Commanding officer, NCC Head Quarter, Shimla H.P.
5. The Chief Librarian, CSL Solan Distt. Solan H.P.
6. All the Deputy Directors of Higher Education / Inspection in the Pradesh.
7. All the Principal, Govt. Degree Colleges of the Himachal Pradesh.
8. All the Principal / Headmaster, Govt. Senior Secondary / High Schools in the Pradesh.
9. The Branch officer/ T.O., I.T. /Computre Cell, Directorate of Higher Edcation H.P. Shimla, kindly uploaded on the Departmental website.
10. Guard file.

शिक्षा निदेशालय उच्चतर शिक्षा

04 OCT 2021


(Dr. Amarjeet K. Sharma)
Director Higher Education
Himachal Pradesh

F. No. 11013/7/2014-Estt.(A-III)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi - 110001
Dated: 26th October, 2015

OFFICE MEMORANDUM

Subject: Central Civil Services (Conduct) Rules, 1964 and the Lokpal and Lokayuktas Act, 2013 - Submission of Declaration of Assets and Liabilities by the Public Servant for each year - Regarding

The undersigned is directed to refer to the O.M. of even number dated the 23rd July, 2015 on the above subject wherein the time lines for filing returns regarding assets and liabilities were laid down. It was mentioned therein that all Government servants i.e. belonging to Group 'A', 'B', 'C' and erstwhile Group D are now required to furnish the declaration of their assets and liabilities in the formats prescribed under the Lokpal and Lokayuktas Act, 2013 ('the Act').

2. Vide the Order No. 407/12/2014-AVD-IV(B) dated 30.4.2014 the date for filing returns under the Act was extended in view of the difficulties faced in filing returns under the Act and the need to simplify the forms and the process in which public servants are required to make a declaration of assets and liabilities. Vide the Order No. 407/12/2014-AVD-IV(B) dated 12th October, 2015, the deadline for filing these returns has again been extended up to 15th April, 2016 as the circumstances enumerated in the earlier orders which necessitated extension still continue.

3. In view of the difficulty faced in filing returns under the formats prescribed under the Lokpal and Lokayuktas Act, it has been decided that the Annual Property Returns required to be filed under the CCS(Conduct) Rules, 1964 for the year 2015 which are required to be filed by the 31st January, 2016, may be filed in the forms prescribed under the CCS(Conduct) Rules, 1964. The returns would be required to be filed by all the Government servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D'.


(Mukesh Chaturvedi)
Director (E)
Tel: 23093176

To

The Secretaries of All Ministries/Departments
(as per the standard list)

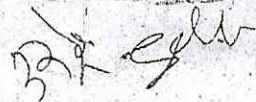
F. No. 11013/7/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievance and Pensions
Department of Personnel & Training
Establishment Division

North Block, New Delhi - 110001
Dated 5th January, 2016

OFFICE MEMORANDUM

Subject: Central Civil Services (Conduct) Rules, 1964 - Submission of Declaration of Immovable Property Returns by the Government servants - regarding.

The undersigned is directed to refer to the Office Memorandum of even number dated the 26th October, 2015 on the above subject and to say that the Annual Property Returns required to be filed under the Central Civil Services (Conduct) Rules, 1964 for the year 2015 which is required to be filed by the 31st January, 2016, may be filed in the forms prescribed under the CCS (Conduct) Rules, 1964. It is reiterated that the returns are required to be filed by all the Government servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D', in terms of Rule 18(4) of the CCS (Conduct) Rules, 1964 which empowers the Government to require a Government servant to submit a statement of movable or immovable property as may be specified in the order.


(Mukesh Chaturvedi)
Director (Establishment)
Tel: 23093176

To

The Secretaries of All Ministries/Departments
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Union Public Service Commission, New Delhi.
8. The Secretary, Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. National Commission for Scheduled Castes, New Delhi.
11. National Commission for Scheduled Tribes, New Delhi.
12. National Commission for OBCs, New Delhi.
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
14. CVOs of all Ministries/Departments.
- ✓ 15. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → Conduct Rules).
16. Hindi Section, DoP&T

Copy to:

1. President's Secretariat, New Delhi.
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14. CVOs of all Ministries/Departments.
15. ADG (M&C), Press Information Bureau, DoP&T
16. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → Conduct Rules).
17. Hindi Section, DoP&T