



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर  
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR  
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)  
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

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**CIRCULAR**

Imphal, the 06<sup>th</sup> May, 2024

**No. 1(A)MISC/2023 – RIMS: /7303** In pursuance of Rule 18 of CCS (Conduct) Rules, 1964, all Group 'A' and 'B' employees (other than Contract Employees and Daily Wagers) of RIMS, Imphal, are required to submit their Immovable Property Return annually. Accordingly, all concerned Head of Departments/ Unit/ Section and all Hostel Wardens, RIMS, Imphal, are requested to issue necessary instructions to all his/her subordinates to submit their Annual Immovable Property Return to Section Officer (General) in the prescribed Proforma, latest by Saturday, the 18<sup>th</sup> May, 2024. The Proforma for the Immovable Property Return, 2024, is enclosed herewith.

2. This issues with the approval of Director, RIMS, Imphal.

(R.K. Mecolt Singh)  
Deputy Director (Admn.),  
Regional Institute of Medical Sciences,  
Imphal

Copy to:

1. PS to Director, RIMS, Imphal.
2. The Medical Superintendent, RIMS, Hospital, Imphal.
3. The Principal, Dental College, RIMS, Imphal
4. The Principal, College of Nursing, RIMS, Imphal.
5. All Head of Departments, / Units / Sections, RIMS, Imphal.
6. All hostel Wardens, RIMS, Imphal.
7. All Section Officers, RIMS, Imphal.
8. The System Administrator, RIMS, Imphal - for uploading the above notice on RIMS website
9. Order book.
10. Notice Board.

They are requested to kindly ensure that the employees working under them, submit their Property Return within the prescribed time limit

ANNUAL IMMOVABLE PROPERTY RETURN

Statement of Immovable Property for the year 2023 (as on 01.01.2024)

1. Name of the Officer (in full) & service to which the officer belongs :
2. Present post held :
3. Present pay :
4. Date of Birth :

Name of District, Sub-division, Tq. & Village in which property is situated	Name & details of property		Present value (₹)	If not in own name, status in whose name held & his /her Relationship to the Govt. servant	How acquired, whether by purchase, lease, mortgage, in heritance, gift or otherwise with date of acquisition & name with details of person/persons from whom acquired	Annual income from the property	Remarks
	Housing & other buildings	Lands					
1.	2.	3.	4.	5.	6.	7.	8.

SIGNATURE .....

DATE .....

Inapplicable clause to be struck out

- In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
- Include short term lease also.
- The wording 'No Change or No addition or as in previous year' may be avoided and all details filled up.

Note : The declaration form is required to be filled in and submitted by member of Class I and Class II (Group 'A' and Group 'B') services under Rule 15(3) of the Central Civil Services (Conduct) Rules 1955 (now Rule 18(1) of the CCS (Conduct) Rules, 1964), on the first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him in lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person.