



**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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### C I R C U L A R

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**No. GEN/MISC/1/2026-EST Sec :** In pursuance of Rule 18 of the CCS (Conduct) Rules, 1964, all regular Group 'A' and 'B' employees of RIMS, Imphal, are required to submit their Annual Immovable Property Returns (IPR).

2. Accordingly, all concerned Heads of Departments/ Units/ Sections and all Hostel Wardens, RIMS, Imphal, are requested to issue necessary instructions to their subordinates to submit their Annual Immovable Property Returns through the eHRM Portal, latest by Saturday, the 31<sup>st</sup> January, 2026.

3. All the Contractual employees (Group A & B) shall submit their Annual Immovable Property Returns in physical form to the Section Officer (General), A-Block, RIMS, Imphal, within the prescribed time limit.

4. Timely submission of IPR is mandatory. Non-compliance shall be treated as a violation of the CCS (Conduct) Rules, 1964 and may result in disciplinary action, non-issuance of vigilance Clearance etc., and may also effect foreign travels of the employee.

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

Signed by  
 Mecolt Rajkumar Singh  
 Date: 09-01-2026 18:50:27

(R.K. Mecolt Singh)  
 Deputy Director (Admn.)

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.

Note:- Sl. No.2 to Sl.No. 7 are requested to kindly ensure that the employees working under them, submit their Property Returns within the prescribed time limit

**ANNUAL IMMOVABLE PROPERTY RETURN****Statement of Immovable Property for the year 2025 ( as on 31/12/2025 )**

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	Remark
	Housing & other building	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 condition 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 from 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, given 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.

