



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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OFFICE MEMORANDUM

Subject: Instructions for submission of Immovable Property Return (IPR) for the preceding year by 31st January for every year as per Rule 18 of the CCS (Conduct) Rules, 1964 and requirement of vigilance clearance and prior approval for Private Foreign Visits - reg.

No. GEN/PF/Reg(GrpA)/24/2025-GenSec: It has been observed that some Group 'A' and Group 'B' officers/officials of RIMS, Imphal, are not fully aware of the mandatory provisions regarding the submission of the Immovable Property Return (IPR) and the associated requirement of Vigilance Clearance, particularly in connection with their private foreign visits.

2. In this regard, the attention of all officers/officials of RIMS, Imphal, is drawn to this Institute's earlier Circular No. 1(A)/MISC/2023-RIMS dated 06.05.2024 (copy enclosed) and Rule 18(ii) of the CCS (Conduct) Rules, 1964, which stipulates 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 forms 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 mortgaged either on his own name or in the name of any member of his family or in the name of any other person ."

3. Accordingly, the IPR for the previous calendar year (ending on 31st December) must be submitted latest by **31st January of the current year** in the prescribed format (copy enclosed). A 'NIL' returns must also be submitted in case no immovable property is held or acquired by the Govt. servant. Failure on the part of the officers/officials to comply with requirements of the aforesaid provisions constitutes good and sufficient reason for institution of disciplinary proceedings, among other misconducts.

4. Furthermore, non-submission of the IPR by the due date will result in denial of vigilance clearance, in accordance with the DoPT's Office Memorandum No. 104/33/2024-AVD-IA dated 09.10.2024 (copy enclosed).

5. Vigilance clearance is a pre-requisite for granting permission for private foreign visits. Attention is also invited to this Institute's earlier Office Memorandum No. B/2287/2012-RIMS dated 14.02.2014 (copy enclosed) and DoPT's O.M.

No. 11012/15/2013-Estt.(A) dated 02.01.2014 (copy enclosed) in this regard.

6. All officers/officials intending to proceed on Ex-India leave for private/personal reasons must obtain prior approval from the Competent Leaves Sanctioning Authority, before proceeding on leave, as stipulated in DoPT's O.M. No. 11013/7/94-Estt.(A) dated 18.05.1994 (copy enclosed). Failure to obtain such approval, particularly in the case of foreign travels, will be treated seriously and may attract disciplinary action.

7. All concerned are, therefore, advised to comply with the above instructions strictly.

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

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

To,

- i. The Principals (Dental College/College of Nursing), RIMS, Imphal.
- ii. All HoD/Unit/Sections of RIMS, Imphal-*with the request to disseminate/circulate the contents of this O.M. to all the faculty members and other officials at the level of Group 'A' & 'B' working under their respective control* .
- iii. The Chief Nursing Officer, RIMS Hospital, Imphal.

Copy for information to:-

- i. PS to Director, RIMS, Imphal.
- ii. Medical Superintendent, RIMS Hospital, Imphal.
- iii. CAO/FA, RIMS, Imphal.
- iv. All Section Officers (Gen./Bill/Pension/Hospital), RIMS, Imphal
- v. System Administrator, RIMS, Imphal - *with the request to upload the above O.M. on RIMS website for wide circulation.*
- vi. Notice Boards