



**HQRS OFFICE**  
**EMPLOYEES' STATE INSURANCE CORPORATION**  
**PANCHDEEP BHAWAN, C.I.G. ROAD,**  
**NEW DELHI-110002**  
Website:- [www.esic.nic.in](http://www.esic.nic.in)

No. C-24/15/1/85 – Vig.

Dated:- 6/01/2014

To,

All the Regional Directors/ Directors/ Jt. Directors I/c,  
SSMCs / SMCs/ Medical Superintendents  
D(M)D, D(M)Noida, K.K. Nagar Chennai.

**Subject:- Submission of Annual Immovable Property Returns under Rule 18 (2) of CCS (Conduct) Rules, 1964.**

Sir/Madam,

Your attention is invited to this office instruction contained in letter/circular of even no. dated 12.01.2012 on the subject noted above. It was emphasized that as per instructions from Ministry of Labour and Employment, Govt. of India, Annual immovable property Returns in respect of Group 'A' officers working in ESIC are to be uploaded on ESIC website with its link on main page of the website and such AIPRs should contain complete details of the properties held by the officers and all details of officer like **Name, Designation, Place of Posting, Grade Pay and year** etc., and it should not contain phrases like "Same as previous year", "No Change" or "Nil" etc.

It is also requested that the AIPRs obtained from the officers in Group 'A', 'B' and SSOs category, be verified in accordance with the instruction and then forwarded to this office with list of officers category wise in alphabetical order and certifying that list includes all officers of the related category under your jurisdiction.

Ministry of Labour & Employment is pressing very hard for placing/ uploading the AIPRs of the officers of ESIC on ESIC website and for submission of the compliance report and accordingly you are requested to send the returns in proper prescribed format and ensure furnishing of IPRs to this office latest by **15<sup>th</sup> of February**.

Please ensure the submission of the details with returns as required above and while forwarding the returns, it should be ensured that it conforms to the stipulated requirements and are not incomplete.

Hindi version will follow.

Yours Faithfully

(HARBIR SINGH)

DIRECTOR(VIGILANCE)

Copy to:-

1. P.S to FC , IC, MC, Commissioner (P&A) for information.
2. All Directors/ J.D/ D.D/ A.D Hqrs office for necessary action.
3. Website content Manager for uploading at ESIC website.
4. Guard File.

वेबसाइट की विषय-सूची का प्रयत्न.....

Website Contents Management.....

आयरी सं./ Diary No. 10.....

दिनांक/ Date. 06/01/2014.

DIRECTOR (VIG)

**Statement of Immovable Property for the year (As on 01.01.20 )**

Name of Officer (in full):  
Employee No./Service:

Present post held:  
Present pay :

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Name of District, Sub-Division, Taluk and Village in which property is situated	Name and details of property: Housing, Lands and other buildings	Cost of construction/acquirement including land in case of house and year when purchased	*Present Value	If not in own name, state in whose name held and his/her relationship to the Govt. servant	How acquired: whether by purchase, lease**, mortgage, inheritance gift or otherwise, with date-of-acquisition and name with details of persons from whom acquired	Annual Income from the property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature .....  
Date .....

**Notes:**

- \* In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
- \*\* Includes short-term lease also.
- The declaration form is required to be filled in and submitted by every 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 on 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 dependent on Government servant.
- The wording "no change" or "no addition" or "as in the previous year" should be avoided and full details provided.