VIGILANCE DEPARTMENT

Our Ref: Vig/10:13/2020-21   29 January 2021

Subject: Furnishing of Annual Immovable Property Return (AIPR) for the year 2020 (as on 01 January 2021)

This refers to Vigilance Department circulars dated 04.01.2021 and 20.01.2021 requesting the BIS employees to submit their Annual Immovable Property Return (AIPR) for the year 2020 (as on 01 January 2021) as per Rule 18(1)(ii) of CCS (Conduct) Rules, 1964 **through online HFMS module available under "Property Declaration"** . It was also brought to the notice of all concerned that in compliance with DoPT guidelines on the subject, vigilance clearance shall not be granted to all such officials of BIS who do not submit their AIPR (as on 01st January 2021) latest by 31st January 2021.

2.   It has been observed that there have been issues of non-operation of the BIS HFMS Module while submission of AIPR by the employees.

3.   In view of the above, it has been decided by the Competent Authority that the employees who are facing problem in filing their AIPR through HFMS module may submit the hard copy of their AIPR; and/or, send the same at Email: vigilance@bis.gov.in with further directions that the AIPR is simultaneously required to be filled online through "Property Declaration" under HFMS module.

In case of difficulty in online submission, the employees are advised to take the screen-shot while attempting to submit through online mode which may be sent to ITS Deptt at its@bis.gov.in.

Further, it is reiterated that as *the BIS HFMS Module has been made operational for the first time, all employees, who are holding any property, need to submit / fill up all the details of the properties held by them, as on date, in the online form available under the head "Property Declaration" through online HFMS module.*

4.   This issues with the approval of the Competent Authority.

(Chitra Gupta)
Scientist-F (Vigilance)

Circulated to all Deptts at HQrs, NITS/CL/ROs/BOs/IOs of BIS