

भारतीय मानक ब्यूरो

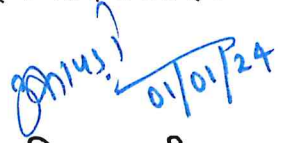
सतर्कता विभाग

हमारा संदर्भ: Vig/10:13/2021-22

01 .01. 2024

विषय :समूह 'क' अधिकारियों द्वारा वर्ष 2023 (01.01.2024 तक) वार्षिक अचल संपत्ति की रिटर्न HFMS के माध्यम से जमा करने के संबंध में।

उपरोक्त विषय पर दिनांक 01 .01. 2024 का एक परिपत्र आवश्यक कार्रवाई के लिए संलग्न है।

01/01/24

(डॉ. अनिल कापड़ी)
वैज्ञानिक-डी/ संयुक्त निदेशक (सतर्कता)

मुख्यालय/क्षेत्रीय कार्यालयों/शाखा कार्यालयों/प्रयोगशालाओं/एनआईटीएस में बीआईएस के सभी अधिकारियों को बीआईएस इंटरनेट के माध्यम से परिचालित।

संलग्नक :ऊपरोक्त अनुसार

BUREAU OF INDIAN STANDARDS
(Vigilance Department)

Our Ref: Vig/10:13/2021-22

01.01.2024

Sub: Furnishing Annual Immovable Property Return (AIPR) for the year 2023 (as on 01 January 2024) by Group A officers through Online HFMS Module under the Head "Property Declaration"-reg.

All Group 'A' officers are requested to submit their Annual Immovable Property Return (AIPR) for the year 2023 (as on 01 January 2024) as per Rule 18(1)(ii) of CCS (Conduct) Rules, 1964 through online HFMS module available under "Property Declaration" latest by **31st January 2024**.

2. All Group officers who are submitting their AIPR through HFMS module for the first time are requested to submit/fill up all the details of all the properties held by them, as on date, in the online form using 'Add new' button available under the head "Property Declaration" → 'Immov. Prop. Declaration-Emp. Specific' in HFMS module.

3. The officers who have submitted their AIPR of 2022 through BIS HFMS module need to update the details of properties with respect to any change during the year 2023.

a) In case of **acquisition of immovable property** during the year 2023, the details of such acquisitions shall be provided in the online form using 'Add new' button available under the head "Property Declaration" → "Immov. Prop. Declaration – Emp. Specific" in HFMS module.

b) In case of **disposal of immovable property** during the year 2023, the details of such disposals shall be provided using 'Add new' button available under the head "Property Declaration" → "Immov. Prop. Declaration – Emp. Specific" and clicking the '**No Property Acquired**' check box. The particulars of disposal such as details of the property, acquired date, mode of disposal (sale, gift etc.) name and address of the person to whom disposed of value and date of disposal may be given in 'Employee Remarks' box.

c) In case of a '**Nil transaction** (i.e., acquisition/disposal) of immovable property during the year 2023, the same shall be provided using 'Add new' button available under the head "Property Declaration" → "Immov. Prop. Declaration – Emp. Specific" and clicking the 'No Property Acquired' check box and "**Nil transaction (no acquisition/disposal) of Immovable Property in the year 2023**" shall be indicated in the "Employee Remarks" text box.

4. It has been observed in certain cases that the Annual Immovable Property Return (AIPR) data is only being saved and not submitted. It is, therefore, further requested to **SUBMIT** the AIPR data in module, & that **mere saving of the AIPR data will be treated as non-receipt of AIPR**.

5. It may also be noted that AIPR is to be submitted through HFMS module only. Further, the Annual Immovable Property Return for the year 2023 (as on 01 January 2024) is not to be submitted before 01 January 2024, and such submissions made by officers, if any, would not be taken into consideration.

6. It is brought to the notice of all concerned that in compliance with DoPT guidelines on matter, **vigilance clearance shall be denied to all such officials of BIS who fail to submit their AIPR (as on 01 January 2024) latest by 31 January 2024.**


(Dr. Anil Kapri)

Scientist-D/Jt. Director (Vigilance)

Circulated to all Departments/Sections at HQs, Training Institute-Noida, BIS Labs and Regional/ Branch Offices of BIS