

**Department of Digital Technologies & Governance  
Government of Himachal Pradesh**

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No. DIT-B015/10/2020-IT SECTION-GoHP (E-195302)-11 the <sup>3<sup>rd</sup> March</sup> ~~3<sup>rd</sup> February~~, 2025

**OFFICE ORDER**

WHEREAS, attention is invited towards this Department's O/o No. DIT-B015/10/2020-20563-IT SECTION-GoHP-186 dated 23.01.2023 whereby instructions regarding submission of returns of Assets and Liabilities under Rule 18 of CCS (Conduct) Rules, 1964 (copy enclosed) were issued for strict compliance.

AND WHEREAS, it has been observed that these instructions are not being adhered in letter and spirit.

NOW, THEREFORE, it is hereby again re-iterated that the instructions issued by the Department of Personnel vide letter No. Per(AP-B)B(17)-1/2004 dated 10.01.2011 (copy enclosed) wherein the Rule 18(1)(ii) of CCS (Conduct) Rules, 1964 provides 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 a form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him/ her or owned or acquired by him/ her or held by him/ her on lease or mortgage either in his/ her own or in the name of any member of his/ her family or in the name of any other person. Therefore, all the **Group 'A'** and **Group 'B'** officers of Digital Technologies & Governance are hereby directed to strictly comply with the instructions ibid. Any departure or deviation would be reviewed seriously.

  
28/2/25

**Director,**  
Department of Digital Technologies & Governance,  
Shimla-171013, Himachal Pradesh


**Endst. No. as above**

**Dated:**

<sup>3<sup>rd</sup> March</sup> ~~3<sup>rd</sup> February~~, 2025 071

Copy forwarded for information and necessary action to:

1. All **Group 'A'** and **Group 'B'** officers of Digital Technologies & Governance for strict compliance please.
2. Guard File.

  
28/2/25

**Director,**  
Department of Digital Technologies & Governance,  
Shimla-171013, Himachal Pradesh

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**Department of Information Technology  
Government of Himachal Pradesh**

No. DIT-B015/10/2020-20563-IT SECTION-GoHP - 186 . the <sup>rd</sup> 23 January, 2023

**OFFICE ORDER**

In pursuance to the instructions issued by State Government through Department of Personal (AP-II) vide Letter No. Per(AP.B)B(17)-1/2004 dated 10.01.2011 regarding submission of returns of Assets and Liabilities under Rule 18 of CCS (Conduct) Rules, 1964, all the Group A & Group B Officers of Information Technology Department are hereby directed to comply with the above said instructions.

*J. P. Sharma*  
23.01.23  
**Director,**  
Department of Information Technology,  
Himachal Pradesh.

**Endst. No. as above**

**Dated:** *23rd* January, 2023

Copy forwarded for information and necessary action to:

1. All Officers for compliance please
2. Superintendent , DIT with direction to put up compliance of the above orders on 10<sup>th</sup> Feb, 2023
3. Guard File.

*J. P. Sharma*  
23.01.23  
**Director,**  
Department of Information Technology,  
Himachal Pradesh.

It is, therefore, again emphasized that the provisions of Rule 18 & 19 of CCS(Conduct) Rules, 1964 and instructions issued thereunder from time to time may be adhered to strictly.

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Annexure 28.54

Copy of H.P. Govt. Department of Personnel letter No. Per(AP-B)B(17)-1/2004 dated 10<sup>th</sup> January, 2011 addressed to all the Administrative Secretaries, Heads of Departments, Divisional Commissioners and Deputy Commissioners, in H.P.

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(Referred to in Para 18.1 under rule 18)

Subject: Submission of Returns of Assets and Liabilities under Rule 18 of CCS (Conduct) Rules, 1964.

I am directed to say that according to the provision as contained in Rule 18(1) (i) of CCS (Conduct) Rules, 1964 every Government servant shall on his first appointment to any service or post submit a Property Return in the prescribed form giving full particulars of the immovable and movable property owned by him/spouse. Rule 18(1)(ii) of the rules ibid provides 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 form 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 mortgage either in his own or in the name of any member of his family or in the name of any other person. Rule 18(2) and 18(3) of these rules deal with the acquisition and disposal of immovable and movable property.

Instances have come to notice that despite clear provisions in the Conduct Rules and repeated instructions issued in this behalf, the provisions of above mentioned Rules are being not adhered to and the Annual Property Returns are not being obtained from the Government servants concerned. It is the responsibility of the concerned controlling/appointing authority to ensure that the Rules are adhered to. All the Administrative Secretaries and Heads of Departments are, therefore, requested to ensure the compliance of these provisions of the Conduct Rules.

This may be treated as 'Urgent' and any lapse in this regard will be viewed seriously.

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