

Dr. B. VENGAMMA  
DM (Neuro)  
DIRECTOR - CUM - VC



Sri Venkateswara Institute Of  
Medical Sciences, Tirumala  
Tirupati Devasthanams, Tirupati

E-Office Computer No: 287599

Dated: 03-03-2022

**“ C I R C U L A R “**

Sub : SVIMS – Establishment – Faculty (M) & Medical Officers – Submission of Annual Property Returns (Movable & Immovable under Rule 18(2) and (3) of CCS (Conduct Rules) – Reg.

- Ref :1) Circular Roc.No:C3/3719/SVIMS/2003 dt: 26-12-2011/01-03-16  
2) Circular Roc.No:C3/3719/SVIMS/2003 dt: 03-04-2020  
3) Note orders of the Director-cum-VC, SVIMS dt.01-03-2022

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The Annual Immovable & Movable property returns are to be filed by the Faculty & Medical Officers by 31<sup>st</sup> January every year in the prescribed proforma. Therefore, all the Faculty (Medical) and Medical Officers covered under Central Service Rules are required to submit Annual Immovable and Movable Property Returns every year, as prescribed under Rule 18(2) and (3) of the CCS (Conduct) Rules, for self & their dependents. Besides, they are also required to seek prior sanction for transaction in respect of Immovable property and also movable property as required under Rule 18(2) and (3) of the CCS (Conduct) Rules. A copy of the following relevant formats are enclosed for reference.

1. Form for Annual Immovable & Movable Property Return
2. Form for giving prior intimation or seeking previous sanction under Rule 18(2) of the CCS (Conduct) Rules, 1964 for transaction in respect of immovable property
3. Form for giving prior intimation or seeking previous sanction under Rule 18(3) of the CCS (Conduct) Rules, 1964 for transaction in respect of movable property

All the Faculty (M) and Medical Officers are requested to note the same and submit the above Annual Immovable & Movable property returns to the AD (Estt. Sec. i/c) by **31<sup>st</sup> March 2022**. Further, they are also requested to note that they have to seek prior sanction for purchase of immovable and movable property in the prescribed format.

The forms are placed in the SVIMS website, Faculty (Medical) & Medical Officers are requested to download the same and submit the filled in proforma on or before 31-03-2022.

The AD (Establishment Section i/c) is advised to act accordingly.

// BY ORDER OF THE DIRECTOR CUM VC, SVIMS UNIVERSITY //

  
REGISTRAR

To : All Faculty (M) and Medical Officers, SVIMS, Tirupati  
: The AD (Establishment Section i/c), SVIMS

Copy to : The Dean / Registrar/ Medical Supdnt/Principal SVIMS-SPMCW/

Copy to : The System Analyst, SVIMS - To upload the circular & forms in website of SVIMS.  
: File Spare.