Office of the Director-cum-V.C.
S.V. Institute of Medical Sciences
TTD's, Tirupati – 517 507

Date: 30.12.2019

CIRCULAR

Sub :- TTD, SVIMS – Tirupati – Establishment Section – Submission of Annual Property Statements and separate consolidated immovable property list by the all regular Non-Faculty staff members - Instructions issued – Regarding.


All the regular non-faculty staff working in SVIMS, Tirupati are informed that as per Rule 9 (7) of A.P. Civil Services (Conduct) Rules, 1964, every Government Employee except Class-IV services are required to furnish a statement of all immovable property / properties irrespective of its value and movable property / properties whose value exceeds Rs.1,00,000/- owned, acquired or inherited by him / her or held by him / her on lease or mortgage either in his own names or in the name of any member of his family, in the forms prescribed in Annexure-I and II separately for the year 2019.

As per Rule 6 (A) of the above rules every Government Employees has to intimate the competent authority within 15 days from the date of receipt of any Foreign currency or Foreign goods of value of more than Rs.10,000/- from any person by him / her or by person of his / her family or by any person on their behalf in the form given in the Annexure-III of A.P. Civil Services (Conduct) Rules, 1964.

Further, as per G.O.Ms.No.200 F & P (FW.FR-1) Dept., dt.10.12.1999, the details of immovable properties owned by self and family members has to be entered in Service Registers. Hence, all the regular non-faculty employees to submit consolidated immovable property details in a separate sheet as on 31.12.2019.

Hence, all the regular Non-Faculty employees of SVIMS, are requested to submit their Annual movable and immovable property / properties statements for the year 2019 in duplicate in the prescribed formats and consolidated immovable property details in a separate sheet as on 31.12.2019 to the appointing authority through their HOD concerned on or before 15th January, 2020 without fail, failing which the matter will be viewed seriously and initiating Disciplinary Action against them as per A.P. Civil Services (Conduct) Regulations, 1991.

All the HODs are requested to instruct their employees accordingly, to submit the Annual Property statement for the year 2019 and consolidated immovable property statement possessing by the employee as on 31.12.2019 in a separate sheet, on or before 15th January, 2020.

To

All the Heads of the departments, SVIMS to circulate among their staff.

Copy to the Dean, Registrar, M.S., SVIMS.
Copy to the Principal, SPMC (W), SVIMS.
Copy to the Personnel Manager and Accounts Officer, SVIMS.
Copy to file.

DIRECTOR-CUM-V.C.

Signature valid

Digitally signed by BVENAMMA
Date: 2019.12.29 06:19:36 IST
Reason: Approve
ANNEXURE-I

[G.O. Ms. No. 52, G.A. (Ser-C) Department, Dt. 04-02-1981]

Statement of immovable property possessed, acquired and disposed of by
Sri/Smt. ................................................................................................................................. working as .................................................................................................................................
or any other person on his / her behalf or by any Member of his Family during year ending
........................................

[Sub-rule (7) of Rule 9 of A.P.C.S. (Conduct) Rules, 1964]

<table>
<thead>
<tr>
<th>Nature of property</th>
<th>Situation of property (Survey / Municipal Number with extent)</th>
<th>Held in whose name</th>
<th>Date &amp; mode of acquisition / disposal</th>
<th>Price paid / obtained</th>
<th>Source of payment</th>
<th>Whether information given or sanction obtained with reference No. and date</th>
<th>Annual income from property</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
<td>(8)</td>
</tr>
</tbody>
</table>

House

Flat

Shop

House Plot

Agril. Land (Dry or Wet)

Any other immovable property

Note :- Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer holds a claim or share should be separately shown in the statement.

Signature of the Employee

Designation :
ANNEXURE-II

[G.O.Ms.No.52, G.A. (Ser-C) Department, Dt.04-02-1981]

Statement of movable property possessed, acquired and disposed of by Sri/Smt. .................................................. working as .................................................................
or any other person on his behalf or by any Member of his Family during year ending ..................................................

[Sub-rule (7) of Rule 9 of A.P.C.S. (Conduct) Rules, 1964]

<table>
<thead>
<tr>
<th>Name of property</th>
<th>Held in whose name</th>
<th>Date &amp; mode of acquisition/disposal</th>
<th>Name &amp; Address of person from whom acquired / to whom disposed of</th>
<th>Whether transaction done within the limits of jurisdiction</th>
<th>Price paid / obtained</th>
<th>Source of payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Whose value exceeds Rupees one lakh)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle</td>
<td></td>
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<td></td>
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<tr>
<td>Motor Car</td>
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<td></td>
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<tr>
<td>Motor Cycle / Scooter</td>
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<td></td>
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<tr>
<td>Any other Vehicle</td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td>Electrical Goods</td>
<td></td>
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<tr>
<td>Air Conditioner</td>
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<tr>
<td>V.C.R. / Television</td>
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<tr>
<td>Refrigerator</td>
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<tr>
<td>Any other goods</td>
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<tr>
<td>Jewellery</td>
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<tr>
<td>Ornaments</td>
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<tr>
<td>Vessels</td>
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<td></td>
</tr>
<tr>
<td>Investment &amp; Cash</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Deposits</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debentures / Shares</td>
<td></td>
<td></td>
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<tr>
<td>Bank balance etc.</td>
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<td></td>
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<tr>
<td>Furniture</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td>Livestock</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other goods</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note :- Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer holds a claim or share should be separately shown in the statement.

Signature of the Employee
Designation :
ANNEXURE-III
(See Rule 6-A)

Intimation of Foreign Currency/Goods received by the Government Employees Sri / Smt.............................................................. under Rule 6-A of the Andhra Pradesh Civil Services (Conduct) Rules, 1964

1. Name of the Government Servant :

2. Designation & Official Address :

3. Department to which he / she belongs :

4. Date of receiving / accepting of Foreign currency / goods :

5. Nature of foreign currency / goods received / accepted :

6. Sources from which received / accepted :

7. Reason / purpose for which the foreign currency / goods were received / accepted :

8. The relationship of the sender to the recipient and name, occupation and full address of the sender :

9. Whether the foreign currency / goods received / accepted were intimated to the concerned authorities and customs or to the appropriate authority :

10. Whether the foreign currency / goods received / accepted were declared to Income Tax Department. If so, details to be furnished :

11. Mode and method of receipt / acceptance of the foreign Currency / goods by the Government Employee / his dependents :

12. Whether the government Employee is having any official dealings from whom the foreign currency / goods were received / accepted :

13. Details of any expenditure incurred by the Government employee / receipt / acceptance of the foreign currency / goods :

Station :
Date :

Signature of the Employee

(Annexure-III added by G.O.Ms.No.354, G.A.D., Dt.08-08-1996)
Consolidated details of the property possessing by the employee as on 31.12.2019 so as to enter in to Service Register.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Description of the property</th>
<th>Situation of property (Survey / Municipal Number with extent)</th>
<th>Held in whose name</th>
<th>Date &amp; mode of acquisition</th>
<th>Price paid / obtained</th>
<th>Source of payment</th>
<th>Annual income from property</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
<td>(8)</td>
</tr>
</tbody>
</table>

Note: Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer holds a claim or share should be separately shown in the statement.

Signature of the Employee  
Designation: