



NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)
Director's Block, P.O. Mawdiangdiang, Branch, Shillong-793018, Meghalaya



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No. ESTT-I-SFPI/2/2025-Estt.I

Dated Shillong the __ December 2025

CIRCULAR

In terms of Rule 18(1) (ii) of the CCS (Conduct) Rules 1964 and Ministry's letter F.No.U.12012/63/2015-NE dated 21.06.2022, all concerned Faculty, Group "A", Group "B" and Group "C" Officers and Staff are requested to submit the Annual **Immovable Property Return (IPR)** in the prescribed format (copy can be downloaded from Institute's website) for the year 2025 as on **01.01.2025** latest by **31st January 2026** positively without any delay.

Non-submission of the IPR within the stipulated time period/ date leads to administrative difficulties while processing their case(s) for Vigilance Clearance which may lead to denial of Vigilance Clearance. The Vigilance Clearance are required for processing cases related with Confirmation in service, promotion, issuing of No Objection Certificate for applying jobs elsewhere, travel abroad for personal visit/ attending Conferences etc. (by Faculty) and other requirement for service related matters.

It is informed that as per CCS (Conduct) Rules, all employees are to seek prior intimation/permission for acquiring immovable property by lease, mortgage, purchase, sale, Gift or otherwise in his/her own name or in the name of any member of his/her family. Mere inclusion of details of property in the IPR does not amount to compliance of the above Rule.

It is therefore requested for compliance of the same within stipulated period, failing which Vigilance Clearance shall not be issued.

This issues with the approval of the Director, NEIGRIHMS, Shillong.

Administrative Officer,
Establishment – I.

Memo. No. ESTT-I-SFPI/2/2025-Estt.I

Dated Shillong the __ December 2025

Copy for information & necessary action with a request for wide circulation to all the concerned Officers/Staff :-

1. The Dean, NEIGRIHMS, Shillong.
2. The Medical Superintendent, NEIGRIHMS, Shillong.
3. All Heads of Departments/ Section Heads, NEIGRIHMS, Shillong.
4. The Chief Nursing Officer, NEIGRIHMS, Shillong.
5. The Principal, College of Nursing, NEIGRIHMS, Shillong
6. The Chief Security Officer, NEIGRIHMS, Shillong.
7. The Library & Information Officer, Central Library, NEIGRIHMS, Shillong.
8. The Senior Dietician, NEIGRIHMS, Shillong.
9. All Section Heads, Director's Block, NEIGRIHMS, Shillong.
10. P.S. to the Deputy Director (Admn) for information of the Deputy Director (Admn).
11. P.A. to the Director for information of the Director, NEIGRIHMS, Shillong.
12. Programmer, IT Cell, NEIGRIHMS, Shillong with a request to upload in the Institute's website along with IPR form.

Administrative Officer,
Establishment – I.

FORM

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR _____
AS ON _____1 Name of the Officer (in full) & service to which the
Office belongs:

2 Present Post held:

Pay:

Date of Birth:

Name of District, Sub-Division, Taluka and Village in which Property is situated	Land & details of Property			If not its own name state in whose name held and his / her relationship to the Govt. Servant	How acquired whether by purchase, lease", mortgage, inheritance gift or otherwise with date of acquisition and name with details of persons from whom	Annual Income from property	Remarks. Please indicate details of permission obtained from department
	Housing	Land	Present Value				
1	2	3	4	5	6	7	8

Place:

Date:

Signature of Govt
Servant

In applicable clause to be struck out.

*In case where it is not possible to assess the value accurately the approximate given value in relation to present condition may please be indicated.

**Includes short term lease also.