

एच.पी. स्टेट सिविल सप्लाइज कारपोरेशन लिमिटेड

पंजीकृत कार्यालय: ब्लॉक नं. 16-17, एस.डी.ए. कमर्शियल
कॉम्प्लेक्स, कसुम्पटी, शिमला-171 009, हि० प्र०
सी.आई.एन.: U99999HP1980SGC004263
जी.एस.टी.आई.एन.: 02AABCH4054K1ZV



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HPSCSC/Admn.
To

— 10317-10347

Dated: 26-11-2025

1. The Divisional Managers,
H.P. State Civil Supplies Corporation Limited,
Solan / Dharamshala.
2. The Area Managers,
H.P. State Civil Supplies Corporation Limited,
Shimla, Solan, Nahan, Mandi, Hamirpur, Dharamshala & Chamba.

Subject: Submission of Assets and Liabilities Returns

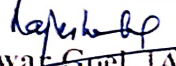
Sir/Madam,

This is with reference to the subject cited above. It is informed that as per the Rule -13 (vi) of H. P. State Civil Supplies Corporation Limited Service Bye-Laws And Recruitment & Promotion Rules every officer/employee of the Corporation shall file annual property return.

It has been decided that all Officers/Officials of Group 'A', 'B' and 'C' categories posted in the field are required to submit their Assets and Liabilities Returns (copy enclosed) as on 31st December of every year by 31st January of the following year, to the concerned Divisional Office and to the Administration Branch Head Office, Shimla in respect of officers/employees of Head Office Shimla. The Divisional Offices and the Head Office, Shimla shall maintain proper records of the same.

You are, therefore, requested to bring these instructions to the notice of all Officers/Officials under your control and ensure strict compliance.

Yours faithfully,


Rajeshwar Goel, IAS
Managing Director

Copy to:

1. All the Managers/Officers, HPSCSC Limited, Head Office, Shimla for information & necessary action.
2. The Assistant Computer Programmer, HPSCSC Limited, Head Office, Shimla with the direction to ensue to upload the same on Corporation website.
3. All the employees HPSCSC Limited, Head Office, Shimla for information and necessary action.
4. Guard File.

Encl: As above (Proforma of Assets & Liabilities Return)


Managing Director

**RETURN OF ASSETS AND LIABILITIES ON FIRST APPOINTMENT / AS ON THE
31ST DECEMBER, 20**

1. Name of the Officer/Official (in block letters) _____
2. Service to which he belongs _____
3. Total length of service upto date _____
4. Present post held and place of posting _____
5. Total annual income from all sources during the Calendar year immediately preceding the 1st day of January, 20 _____

6. Declaration

I hereby declare that the return enclosed namely, Forms I to V, are complete, true and correct as onto the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of sub-rule (I) of rule 18 of the Central Civil Services (Conduct) Rules, 1964 and 13(VI) of HP State Civil Supplies Corporation service bye -laws and R&P Rules.

Date.....

Signature.....

Note 1. This return shall contain particulars of all assets and liabilities of the Officer/ Official, either in his own name or in the name of any other person of his family.

Note 2. If an Officer/ Official is a member of Hindu Undivided Family with coparcenary right in the properties of the family either as a 'Karta' or as a member, he should indicate in the return in Form No.1 the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added, wherever necessary.

SCHEDULE
(Referred to in H.P. Govt.'s decision No. 17 below para 28.5)

FORM NO:1

STATEMENT OF THE IMMOVABLE PROPERTY AS ON 31-12-20 (i.e. LANDS, HOUSE, SHOPS, and OTHER BUILDING ETC.)

Sr. No.	Description of property	Precise location name of District Division, Tehsil and Village in which the property is situated and also its distinctive number etc.	Area of land (in case Land and Building)	Extent of interest	If not own name State in whose name held & his/her relationship if any with the Govt. Servant	Date of acquisition	How Acquired (whether by purchase, mortgage, lease, inheritance gift or otherwise) and names with details of person(s) from whom acquired (address and connection of the employee if any, with the person/	Value of property (see Not e-2 below)	Particulars of sanctions of prescribed authority, if any	Total annual income from the property

Date :

Signature.....

Note:- (1) For purpose of column 9 of the term (Lease would on a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Govt. servant, such a lease should be shown in this in respect of the term of the lease whether it is short term or long term and periodically of the payment of the rent.

(2). In Col. No. 10 should be shown -

- (a) where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition
- (b) where it has been acquired by lease the total annual rent thereof also; and
- (c) where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

FORM NO: II

STATEMENT OF LIQUID ASSETS ON FIRST APPOINTMENT/AS ON THE 31ST DECEMBER, 20_____

- 1) Cash and Bank Balance exceeding 3 months emoluments.
- 2) Deposits, loans advances and investments. (Such as shares, securities and debentures etc.

Sr. No.	Description	Name and addresses of company, Bank etc.	Amount	If not in own name and address of persons in whose name held and his/her relationship with the employee.	Annual Income derived	Remarks
1.	2.	3.	4.	5.	6.	7.

Date:.....

Signature.....

Note:1. In column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given.

Note: 2. The term "emoluments" means the pay and allowances received by the employee.

STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT /AS ON THE 31ST DECEMBER, 20__

Sr. No.	Description of item	Price of value at the time of acquisition and /or the total payment made upto the date of return, as the case may be, in the case of articles purchased on hire a purchase of installment basis.	If not in own name, name and address of the persons in whose name and his/her relationship with employee	How acquired with Approximate date of acquisition	Remarks
1.	2.	3.	4.	5.	6.

Date:

Signature

Note 1 In this Form information may be given regarding items like (a) Jewellery owned by him (total values); (b) silver and other precious metals and stones owned by him not forming part of jewellery (total values); (c) (i) Motor Cars, (ii) Scooters/Motor Cycles; (iii) Refrigerators/Air Conditioners, (vi) Radios/Radiograms/Television sets and any other articles/items, the values of which worth less than [₹. 10,000] may be added and shown as a lumpsum. The value of articles of daily use such as clothes, utensils, crockery, books, etc., need not be included.

Note 2 In column 5, may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

Note 3 In column 6, particulars regarding sanction obtained or report made in respect or various transactions may be given.

FORM NO: IV

STATEMENT OF PROVIDENT FUND AND LIFE INSURANCE POLICY ON FIRST APPOINTMENT / AS ON THE 31ST DECEMBER, 20__

S. No.	Insurance Policies					PROVIDENT FUND				
	Policy No. and date of policy	Name of insurance company	Sum Insured/ date of maturity	Amount of Annual premium	Type of Provident funds/EPF/ CPF Account No.	Closing balance with date of Such balance.	Contribution Made subsequently	Total	Remarks (If there is dispute regarding closing balance the figure according to the employee should be mentioned in this column.	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10	

Date:

Signature.....

STATEMENT OF DEBIT AND OTHER LIABILITIES ON FIRST APPOINTMENT / AS ON THE 31ST DECEMBER, 20__

Sr. No.	Amount	Name and address of Creditor	Date of incurring liability	Details of transaction	Remarks
1.	2.	3.	4.	5.	6.

Date: _____

Signature: _____

Note:-

- Individual items of loan not exceeding three months emoluments of Rs. 1000/- whichever is less need be included.
- In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.
- The term "emoluments" means pay and allowances received by the employee.
- The statement should also include various loans and advances available to employees like advances for purchase of conveyance, house building advances etc. (other than advances of pay and travelling allowance) and loans on Life Insurance policies and fixed deposit.