

GOVERNMENT OF TRIPURA
OFFICE OF THE MEDICAL SUPERINTENDENT & HEAD OF DEPT.
AGMC & GBP HOSPITAL, AGARTALA.

No.F.1 (05)-MED/ESTT/GBP/2023(Sub-File)

Dated, Agartala, the _____ 2024.

NOTICE

In pursuance of the vide DHS No.F.1(48)-DHS/GS/19 (Vol-I/394(V-II) dated, 10-12-2024, All the Group- "B" & "C" employees belonging to Non-Cadre services attached to AGMC & GBP Hospital, Agartala under Health & Family Welfare Department, Government of Tripura are hereby directed to submit the hard copies of Annual Property Return / Immovable Property Return for the Year-2024 to their respective Head of Departments by 31st January, 2025 from the date of issue of the notice and the closing date is 31st January, 2025.

Sd/-

Dy. Director (Admn.) & Head of Office
AGMC & GBP Hospital, Agartala.

Copy forwarded for information and necessary action to:-

1. The Principal, AGMC, Agartala/ In-Charge Principal, AGNC, Agartala.
2. The Medical Superintendent & Head of Dept., AGMC & GBP Hospital, Agartala.
3. The Dy. Medical Superintendent(GA), AGMC & GBP Hospital, Agartala.
4. The Dy. Medical Superintendent(MCP), AGMC & GBP Hospital, Agartala.
5. The I. T, Nodal Officer, AGMC, Agartala.
6. The HOD. / In-charge /Nursing Superintendent, Medicine Store/ Medicine / Dialysis Unit, Medicine/ Dept. of Emergency Medicine/ Trauma Care Centre/ Ayushman Store/ General Store/ College Store/ Dispensary/ Ortho/ Surgery/ Obst. & Gynae/ ENT/ Eye/ ENT O.T. Store/ GFOT, Gas Store/ Liver Clinic/ Covid Store/ Store & Purchase Section/ Accounts Section, M.S. office/ General Section, M.S. office/ Planning & Budget Section/ Received & Despatch Section/ Nursing officer In-charge/ Central Cash & BPL Counter/ Central Lab. & Central Blood Collection/ Radio-Diagnosis/ Microbiology/ Pharmacology/ Pathology/ PMR/ Biochemistry, AGMC & GBP Hospital, Agartala.
7. The Officer In-charge / Medical Officer, Store & Purchase Section, AGMC & GBP Hospital, Agartala.
8. The HOD. /Medical Officer In-charge, Mohanpur CHC & RHTC/ Narsingarh/ Bhati Abhoynagar, Tripura.
9. The HOD / DDO / MRO /RMO /Officer-In-Charge _____
10. The Accounts Officer, M.S. Office / Accounts Officer, College, AGMC & GBP Hospital, Agartala.
11. The Office Superintendent, M.S. Office / Office Superintendent, Accounts Section In-charge, AGMC & GBP Hospital, Agartala.
12. The Head Clerk, Establishment Non-Gazatted (Gr-'C') Section In-charge, M.S. Office, AGMC & GBP Hospital, Agartala.
13. The Bill Section (Group-"B", "C" & "D"), M.S. Office, AGMC & GBP Hospital, Agartala.
14. The Ward Master, AGMC & GBP Hospital, Agartala.

Signed by

Gideon Molsom

Date: 20-12-2024 16:01:16

Dy. Director (Admn.) & Head of Office
AGMC & GBP Hospital, Agartala.

THE SCHEDULE-II

ANNUAL RETURN ON IMMOVABLE PROPERTY AS ON 31ST DECEMBER, _____

(See Rule-18 of the Tripura Civil Services (Conduct) Rules, 1988)

- 01 NAME OF THE GOVERNMENT EMPLOYEE
IN FULL (IN BLOCK LETTERS) ::
- 02 SERVICE TO WHICH HE BELONGS ::
- 03 TOTAL LENGTH OF SERVICE ::
- 04 PRESENT POST HELD ::
- 05 PLACE OF POSTING ::
- 06 TOTAL ANNUAL INCOME FROM ALL
SOURCES DURING THE CALENDAR YEAR
IMMEDIATELY PROCEEDING THE 1ST DAY
OF JANUARY, _____ TO 31.12. ::

07. DECLARATION ::

I hereby declare that the return enclosed namely, form No.VI is complete, true and correct as on _____ to the best of my knowledge and belief, in respect of information due to be furnished by me under the provision of Rule-18 of the Tripura Civil Service (Conduct) Rules, 1988.

Dated.....

SIGNATURE OF THE INCUMBENT

STATEMENT OF ANNUAL RETURN ON IMMOVABLE PROPERTY FOR THE YEAR ____ AS ON _ / _ / ____

1. Name of Officer (in full): _____ 3. Cadre & Batch: _____
2. Service to which the Officer belongs: _____ 4. Present Pay: _____

Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	Name & Details of Property, Housing, Lands and Other Buildings	Cost of construction/Acquirement (and year when purchased) including of land in case of house	Present Value *	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease **, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature:
Name:
Designation:
Date:

Note: Please read the notes overleaf before filling up the form.

NOTES:-

- 1) * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short term leases also.
- 3) The declaration form is required to be filled in and submitted by every member of Group-A, B & C services under relevant provisions of Conduct Rules and the first appointment to the Service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government Servant.
- 4) The wording 'No Change or No Addition or As in previous year' may be avoided and all details filled up.

FORM NO.1

**STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT TO SERVICE
AS ON 31ST DECEMBER, 20__**

(E.g. Lands, house, Shops & Other Buildings etc.)

DESCRIPTION OF PROPERTY	PRECISE LOCATION	AREA OF LAND (IN CASE OF HOME STEAD, SPECIFY THE NATURE OF DWELLING HOUSE)	NATURE OF LAND (IN CASE OF LANDED PROPERTY)	EXTENT OF INTEREST	IF NOT IN OWN NAME IN WHOSE NAME	DATE OF ACQUISITION	HOW ACQUIRED	VALUE OF THE PROPERTY	PARTICULARS OF SANCTION OF PRESCRIBED AUTHORITY, IIF ANY	TOTAL ANNUAL INCOME FROM THE PROPERTY	REMARKS.
2	3	4	5	6	7	8	9	10	11	12	13

Date.....

(PLEASE SEE NOTES OVERLEAF)

Signature.....

Note: -

- (1) For purpose of column 9 the terms 'Lease' would mean in lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rest. Where, however, the lease of immovable property is obtained from a person having official dealing with the Government servant, such a lease should be shown in this column irrespective of the terms of the lease, whether it is short terms or long terms, and the periodicity of the payment of rent.
- (2) In column 10 should be seen, (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 annual rent thereof also and (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.
- (3) In column 3, name of District, Division, Mouja in which the property is situated is to be given.
- (4) In column 7, name and particulars of the person in whose name the property is held and relationship of such person with. Employee should be mentioned (in case not held in Govt. servant's own name).
- (5) In column 9 the mode of acquisition, viz by purchase, mortgage, lease, inheritance, gift or otherwise and same with details of person/persons from whom acquired (address and connection of the Govt. servant, if any with the person/persons considered) is to be furnished.
- (6) Please attach extra paper, if necessary for explanatory notes.

FORM NO.II

STATEMENT OF LIQUID ASSETS ON FIRST APPOINTMENT TO SERVICE
AS ON 31ST DECEMBER, _____

SL. NO.	DESCRIPTION	NAME & ADDRESS OF COMPANY, BANK ETC.	AMOUNT	IF NOT IN OWN NAME IN WHOSE NAME	ANNUAL INCOME DERIVED	REMARKS
1	2	3	4	5	6	7

Date.....

Signature.....

(PLEASE SEE NOTES OVERLEAF)

Note: -

- (1) In this statements particulars are to be furnished in respect of (i) Cash and Bank balances exceeding 3(three) months emoluments. (ii) Deposits loans advances and investments (such) as shares, securities debentures etc.)
- (2) In column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be give.
- (3) The term 'emoluments' means the pay and allowances received by the Government servant.
- (4) In column 5, name and particulars of the person in whose name the property has been acquired and his / her relationship with the Government employee should be given (in case not purchased in Government servant's own name)

FORM NO.III

STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT TO SERVICE

AS ON 31ST DECEMBER. _____

SL. NO.	DESCRIPTION OF ITEMS	PRICE OR VALUE AT THE TIME OF ACQUISITION	IF NOT IN OWN NAME IN WHOSE NAME	HOW ACQUIRED WITH APPROXIMATE DATE OF ACQUISITION	REMARKS
1	2	3	4	5	6

Date.....

Signature.....

(PLEASE SEE NOTES OVERLEAF)

Note:-

- (1) (i) In this form information may be given regarding item like (a) Jewelers owned by him (local Value) (b) silver and other precious stones and precious stones owned by him not forming part of jewelers (total value) (c) Motor cars (ii) Scoters Motor cycles (iii) Air conditioners and any other articles the value of which individually (Rs. 10,000.00) in case of a Govt. employee holding any Group-A or Group-B post and Rs.5,000.00 in case of a Govt. employee holding any Group-C or Group-D.
- (2) In column 5 may be indicated whether the property was acquired by purchase inheritance, gift or otherwise.
- (3) In column 6 particular regarding sanction obtained or report made in respect of various transactions may be given.
- (4) The total amount paid up to the date of return and / or the total payments made up to the date of return as the case may be, in case of articles if purchased is made on installments basis.
- (5) (4) In column 4, name and particulars of the person in whose name the property has been acquired and his / her relationship with the Government employee has to be mentioned (in case not acquired in Government servants own name).

FORM NO.IV

STATEMENT OF PROVIDENT FUND AND LIFE UNSURANCE, POLICY AS ON FIRST APPOINTMENT OF SERVICE

AS ON 31ST DECEMBER, 20.....

INSURANCE POLICIES ::

SL. NO.	POLICY NO. AND DATE OF POLICY	NAME OF INSURANCE COMPANY	SUM INSURED, DATE OF MATURITY	AMOUNT OF ANNUAL PREMIUM	TYPE OF PROVIDENT FUNDS / GPF ACCOUNT No.	CLOSING BALANCE AS LAST REPORTED BY THE AUDIT.		CONTRIBUTION MADE SUBSEQUENTLY	TOTAL (COL.8,9)	REMARKS.
						DATE	AMOUNT			
1	2	3	4	5	6	7	8	9	10	11

Date.....

Signature.....

(PLEASE SEE NOTES OVERLEAF)

Note:-

If there is dispute regarding closing balance of P.F., the figures according to the Government servant should also be mentioned in column 11

FORM NO.V

STATEMENTK OF DEBTS AND OTHER LIABILITIES ON FIRST APPOINTMENT TO SERVICE

AS ON 31ST DECEMBER, 20.....

SL. NO.	AMOUNT	NAME OF CREDITOR	DATE OF INCURRING LIABILITY	DETAILS OF TRANSACTION	REMARKS
1	2	3	4	5	6

Date.....

Signature.....

(PLEASE SEE NOTES OVERLEAF)

Note :-

- (1) Individual items of loans outstanding three months emoluments of Rs.100.00 whichever is less need not be included.
- (2) In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.
- (3) The terms 'emoluments' mean pay and allowances received by the Government Servants.
- (4) The Statement should also include various loans and advances available to Governments servants like advance for purchase of conveyance, House, Building Advance, etc. (other than advance of pay and traveling allowance) advances from the G.P. Fund and loans on life Insurance policies and fixed deposits.