

BABA FARID UNIVERSITY OF HEALTH SCIENCES
(Established by Punjab Govt. Under Punjab Act No. 18 of 1998)
FARIDKOT, PUNJAB

No. BFUHS-08012(11)/1/2025-REGISTRAR 21063

Faridkot, 26th November 2025

9.12.2025

ORDER

In compliance to **Rule 18(1)(ii) of Punjab Government Employees (Conduct) Rules, 1966** all the officers/ officials (Group A, B & C) of the University are hereby directed to furnish their **Annual Property Return (APR)** of **immovable property** inherited or owned or acquired 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 for the year ending 31.12.2025 latest by **31st January, 2026** in prescribed format (copy enclosed).

2. Further, under **Rule 18(2) of Punjab Government Employees (Conduct) (First Amendment) Rules, 2011** all the employee of the University are hereby directed, prospectively, to report to the Registrar each transaction of **movable or immovable property** made by way of lease, mortgage, purchase, sale, gift or otherwise, either in his own name or in the name of any member of his family, if the actual cost of such transaction exceeds his **one month's gross salary**.

3. The vigilance clearance for any purpose shall be subject to timely submission of the Annual Property Return.

This issues with the approval of worthy Vice-chancellor.



(Arvind Kumar)

01.12.2025 Registrar

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Copy to-

- i. PA to worthy Vice-chancellor
- ii. Dean, Colleges
- iii. Controller of Examinations
- iv. Chief Vigilance Officer
- v. Principal, GGS Medical College, Faridkot
- vi. Medical Superintendent, GGS Medical College and Hospital, Faridkot
- vii. Head of all the constituent institutions
- viii. All the AMSS/ DMS
- ix. All the HoDs
- x. Finance Officer
- xi. All the Office Superintendents
- xii. Deputy Librarian
- xiii. I/c IT Cell to post a copy on University's Web-site
- xiv. Notice Boards

STATEMENT OF IMMOVABLE PROPERTY (e.g. Land, House, shop, other building etc)

FORM-I

- i. Name of the Employee -
- ii. Father's Name -
- iii. Designation and place of posting -
- iv. Date of joining the regular service -
- v. Pay-scale -
- vi. Year -

Sl No	Description of Property	Precise location (Distinctive number, District, Division, village etc.)	Area of land in case of land & building	Nature of Land (In case of landed property)	Extent of Interest	If not in own name, state in whose name held and relationship with the employee, if any (See note 1 below)	Date of Acquisition	How acquired? (Whether by purchase, mortgage, lease, inheritance, gift or otherwise and name with detail of person from whom acquired and his relationship with the employee, if any. (See note 1 below)	Value of the Property (see Note 2 below)	Particular of sanction of prescribed authority, if any	Total annual income from the property	Remarks
							9	10				
1	2	3	4	5	6	7	8	9	10	11	12	13

Date:-

Signature

Notes:-

1. For purpose of column 9, the term "lease" would mean 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 Government employee, such a lease should be shown in this column irrespective of the term of the lease, whether it is short-term or long-term, and the periodicity of the payment of rent.
2. In column 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.