

NOTICE

AS PER RELEVANT CENTRAL CIVIL SERVICES RULES, IT IS MANDATORY TO FILE THE FOLLOWING (SN-1 & 2)

1 **ANNUAL IMMOVABLE/MOVABLE PROPERTY RETURN-----** To be filed in duplicate every calendar year. (filling duration---- 1-January to 31 January every year every employee, except Group-D services). MS-word format available at the college website.

2 **JOINT DECLARATION---** For those who are claiming medical reimbursement from college or LTC. To be filed every financial year in the month of April.

3 **New Medical reimbursement form-1** is available (not for hospital treatment). Now onwards (September-2021) this form is to be used.

ALL REGULAR EMPLOYEES & PENSIONERS

4 For those who are claiming or claimed medical reimbursement (in past), are requested to submit clear copy/s of HEALTH BOOKLET (1st page only) for themselves & all dependents as indicated in joint declaration form.

An editable MS-word format of above mentioned forms is available at the college website or hard copy from Account section of the college