



Ref.No.TB/Vig/PR/2023/

Date: 27/12/2023

CIRCULAR

Under Rule 18 of CCS (Conduct) Rules, 1964, every Govt. employee should submit Annual Returns in the prescribed form giving full details regarding the **IMMOVABLE Property** inherited by him/her or owned or acquired by him/her or held by him/her on lease or mortgage either in his/her own name or in the name of any member of his family or in the name of any other person. Under the same Rule, **MOVABLE Property** Returns in the prescribed form should also be submitted giving full particulars of the Movable property.

All the employees working in the Group-A, B & C cadres are requested to furnish **"Annual Property Returns for the year 2023 as on 31/12/2023"** in the prescribed forms, which are enclosed herewith.

The DOPT vide its O.M. No. 11012/11/2007, dated 14/12/2007 and 27/09/2011 stated that vigilance clearance, for the purpose of (a) empanelment (b) any deputation programmes (except mandatory training), shall be denied to an officer, if he fails to submit his annual immovable property return of the previous year by 31st January of the following year.

Further it was informed that usage of phrases as **'Same as previous year' or 'No change'** may strictly be avoided and full particulars of Immovable property inherited/owned/acquired or held may be furnished in terms of Rule 18 of CCS (Conduct) Rules, 1964.

The CVC stated that timely filing of Immovable/Movable property returns by officers/officials is/are of the mandatory requirement under conduct Rules and failing which, disciplinary action may be initiated against them.

Hence, all the employees are requested to furnish **IMMOVABLE/MOVABLE** property returns for the Calendar Year 2023 as on 31/12/2023 along with pending returns (if any) and to be reached within the stipulated time i.e., **31/01/2024**.

(Dr. A.SRIDHAR BABU, IAS)
EXECUTIVE DIRECTOR

Encl: as above.

To

All Officers/staff in Andhra Pradesh and Karnataka.

STATEMENT SHOWING THE DETAILS OF "IMMOVABLE PROPERTIES" FOR THE YEAR 2023 AS ON 31/12/2023

1. Name of the Employee :
 2. Designation :

3. Department :
 4. Scale of pay Rs.
 5. Present pay Rs.

Sl. No.	Nature & Details of the property and full address of the place where the property is located / available	Name & address of the person in whose name the property is held and his/her relationship with the employee.	Source of acquisition (please specify whether by purchase, gift, inheritance, lease or mortgage and date of acquisition.	Name and address of the person from whom acquired.	Value of the property at the time of acquisition and present value.	Source of income from which the cost of the property was met.	Annual income yielding if any from the property.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Signature of the employee

NOTE :

"Immovable Property" includes :

1. **"Immovable Property"** includes residential flats or other types of buildings, lands (both agricultural and non - agricultural) sites etc.
2. The Statement should give complete particulars of all immovable properties owned, acquired or inherited by the employee or held by him / her on lease or mortgages, either in his / her own name or in the name of any member of his / her family or in the name of any other person.
3. No employee should acquire or dispose off any immovable property, by lease, mortgage, sale, gift or otherwise, either in his / her own name or in the name of any member of his / her family, except with the previous knowledge of the management.
4. If the property is acquired by inheritance or gift, adequate documentary evidence in support thereof should also be produced, if not already submitted.
5. Wherever it is not possible to assess the value of the property accurately, the approximate value with reference to the prevailing market value may be indicated.
6. Lease includes short term lease also.
7. If necessary, additional sheet (s) may be used.

STATEMENT SHOWING THE DETAILS OF "MOVABLE PROPERTIES" FOR THE YEAR 2023 AS ON 31/12/2023

1. Name of the Employee :
 2. Designation :

3. Department :
 4. Scale of pay : Rs.
 5. Present pay : Rs.

(1) Sl. No.	(2) Nature & Details of the property and full address of the place where the property is located / available	(3) Name & address of the person in whose name the property is held and his/her relationship with the employee.	(4) Source of acquisition (please specify whether by purchase, gift, inheritance lease or mortgage and date of acquisition.	(5) Name and address of the person from whom acquired.	(6) Value of the property at the time of acquisition and present value.	(7) Source of income from which the cost of the property was met.	(8) Annual income yielding if any from the property.	(9) Remarks

Signature of the employee

NOTE :

"Movable Property" includes :

1. "Movable Property" includes Gold, Jewelry and other valuable ornaments, household goods – TV/VCR/VCP, Two-in-one, Washing Machine, Mixie, Grinder, Cooking range etc., Vehicles, shares, Debentures and Cash including bank deposits and other investments.
2. This should give the complete particulars of all movable properties owned, inherited or acquired by the employee or held by him/her on less or mortgage either in his/her or in the name of his/her family or in the name of any other person, if the value of each item exceeds Rs. 10,000-00.
3. If necessary, additional sheet(s) may be used.
