

To be substituted bearing same no. and date

2/8/2015-2GS1

From

The Chief Secretary to Government, Haryana

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments, Commissioner, Ambala, Hisar, Gurgaon and Rohtak Divisions.
3. All the Deputy Commissioners of the State of Haryana.
4. The Registrar, Punjab and Haryana, High Court.

Dated Chandigarh, the 5th June, 2015

Subject: Amendment in Annual Property Return Forms (Movable & Immovable) in respect of class-I to class-III Government officers/employees, except All India Services ****


Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that it has been brought to the notice of the Government that earlier declaration forms for Movable and Immovable property prescribed by the Government under Rule 10 of the Government Employees Conduct Rules 1955 are still being used by the departments, while the Government Employees (Conduct) Rules, 1955 have been amended. It has also been observed that there are different property return forms/Proformas for different class of officers/employees.

2. In the light of the above, the matter has been reconsidered by the State Government and it has been decided to amend these Property Return Forms/Proformas as per amended Government Employees (Conduct) Rules, 1966. Accordingly, the revised/amended declaration forms for Movable and Immovable property under Rule 18 of the Government Employees (Conduct) Rules 1966 have been prepared as **Annexure-A** and **Annexure-B** in both English and Hindi version (copy enclosed) for filing Annual Property Return by the Government Servants.

3. Therefore, you are requested to ensure that these revised declaration forms for Movable and Immovable property under Rule 18 of the Government Employees (Conduct) Rules, 1966 are used for purpose of filing Annual Property Return in respect of class-I to class-III officers/employees, **except All India Services** with immediate effect.

4. These instructions may please be brought to the notice of all concerned for strict compliance.


Under Secretary, General Administration,
for Chief Secretary to Government Haryana.

U.O.No.2/8/2015-2GS1

Dated Chandigarh, the 5th June, 2015

A copy is forwarded to Smt. Dheera Khandelwal, Principal Secretary to Government Haryana, Technical Education Department, appreciating and acknowledging her contribution towards amending and preparing the Property Return Proforma (s) which have now been adopted and circulated.


Under Secretary, General Administration,

ANNEXURE-A

Year.....

DECLARATION FORM FOR MOVABLE PROPERTY UNDER RULE 18 OF THE GOVERNMENT EMPLOYEES (CONDUCT) RULES (1966).

Name & Designation of the Govt. Servant

Address

Statement made on.....

- (1) Cash, Jewellery, Deposits, Insurance Policies, Share, Securities and Debentures;
- (2) Loans & Advances by such Government employee whether secured or not;
- (3) Motor-cars, Motor-cycle, Horses, or any other means of conveyance; and
- (4) Refrigerators, Radiograms and other electronic goods.

Description:

a)

- (i) Cash, Jewellery, Deposits, Insurance Policies, Share, Securities and Debentures;
- (ii) Motor-cars, Motor-cycle, Horses, or any other means of conveyance; and
- (iii) Refrigerators, Radiograms and other electronic goods.

Sr. No.	Description of item	Value	Name of member of the Govt. Servants family and Benamidar (if any in whose name the assets is held)	Date and manner of fresh acquisition during the year	Remark

b)

(iv) Details of Loans

Sr. No.	Amount of Loan	If loan is a secured one, nature of the security with appropriate value	Name of member of the Govt. servants family who has advanced loan	Name with description of the loanee	Date with other particulars of the loan.	Remarks

Note: Members of a Government Servants family are those mentioned in Rule 2(c) of the Government Employees (Conduct) Rules, 1966.

Dated:

Signature of the Govt. Servant

अनुबन्ध-क

वर्ष.....

सरकारी कर्मचारी आचरण नियमावली, 1966 के नियम 18 के अधीन चल सम्पत्ति का घोषणा फार्म

सरकारी कर्मचारी का नाम तथा पद संज्ञा

पता

दिनांक.....को दिया घोषणा पत्र

- (1) नकदी, जेवर, बैंक जमा, बीमा पालिसी, हिस्से प्रतिभूतियां तथा डिबैंचर
- (2) सरकारी कर्मचारी द्वारा लिए गये ऋण एवं अग्रिम तथा प्रतिभूति की किस्म
- (3) मोटर कारें, मोटर साईकिल, घोड़े और/या अन्य वाहन
- (4) रेफ्रिजरेटर, Radiograms और अन्य इलेक्ट्रानिक सामान

विवरण:

(क)

- (i) नकदी, जेवर, बैंक जमा, बीमा पालिसी, हिस्से, प्रतिभूतियां तथा डिबैंचर:
- (ii) मोटर कारें, मोटर साईकिल, घोड़े और/या अन्य वाहन
- (iii) रेफ्रिजरेटर, Radiograms और अन्य इलेक्ट्रानिक सामान

क्रम संख्या	मदों का विवरण	मूल्य	सरकारी कर्मचारी के परिवार के सदस्य और बेनामीदार (यदि कोई हो) का नाम जिसके नाम पर परिसम्पत्ति रखी हुई है	वर्ष के दौरान नए अधिग्रहण की तिथि तथा ढंग	विशेष कथन

(ख)

(iv) कर्ज का विवरण

क्रम संख्या	कर्जों में ली गई राशि	यदि कर्ज ले लिया है तो इसके अनुमानित मूल्य के साथ प्रतिभूति की किस्म	सरकारी कर्मचारी के परिवार के सदस्य का नाम जिसने कर्जा दिया है	कर्जदार का ब्यौरा सहित नाम	कर्जों के अन्य ब्यौरों सहित तिथि	विशेष कथन

नोट: सरकारी कर्मचारी के परिवार के सदस्य वाक्य की व्याख्या सरकारी कर्मचारी आचरण नियमावली, 1966 के नियम 2 (सी) में दी गई परिभाषा के अनुसार की जाएगी।

दिनांक:

कर्मचारी के हस्ताक्षर

ANNEXURE-B

Year

**DECLARATION BY OF THE IMMOVABLE PROPERTY HELD BY HIM AND MEMBERS OF HIS FAMILY UNDER
RULE 18 OF THE GOVERNMENT EMPLOYEES (CONDUCT) RULES, 1966.**

- Note:- i) All interest in land of a permanent nature whether ownership, mortgage or hereditary occupancy, should be entered also dwelling houses in State, District, Village or City.
- ii) Members of a Government Servants family are those mentioned in rule 2(c) of the Government Employees (Conduct) Rules, 1966 and in showing the holding of each, if a holding is Benami, the name of the Benamidar should also be mentioned.

Sr. No.	Type of Property	Name of State, District, Sub-Division & Village or city in which property is located	Plot/ Agriculture Land (i) Cost of Land (ii) Year of acquisition	Building (i) constructed area (ii) No. of floors (iii) cost of construction/ Building	Mode of acquisition (Whether purchase/ Mortgage/ inheritance/gift etc.)	Details of person/ authority from whom property acquired	whether held in own name of employee dependent (name & relation) and name of Benamidar (if any)	Annual Income from each property in A & B category
1	A. Type of Land area/plot size (Residential/ Institutional/ Commercial/ Agricultural etc.) B. Building with plot size (Residential/ Institutional/ Commercial/ Agricultural etc.)		3	4	5	6	7	8

Dated:

Signature of Applicant

अनुबन्ध-ख

वर्ष.....

घोषणा द्वारा.....
के नियम 18 के तहत अचल सम्पत्ति बारे।

एवं उसके परिवार के सदस्यों द्वारा सरकारी कर्मचारी आचरण नियमावली, 1966

- नोट:-
- 1) रथाई भूमि के सारे हित, मलकीयत, रेहन अथवा पैतृक तौर पर प्राप्त सम्पत्ति तथा राज्य, जिले, गांव व शहर में आवास सहित दर्ज होने चाहिए।
 - 2) सरकारी कर्मचारी के परिवारिक सदस्यों जो कि सरकारी कर्मचारियों के आचरण नियम, 1966 के नियम 2 (सी) तथा प्रत्येक का क्षेत्र दिखाते हुए यदि क्षेत्र बेनामीदार हो तो बेनामीदार का नाम भी होना चाहिए।

कम संख्या	सम्पत्ति का स्वरूप	जिला तहसील, उप-मंडल, गांव शहर	प्लॉट / कृषि भूमि	इमारत एवं भवन	सम्पत्ति अधिग्रहण / प्राप्ति का दंग	व्यक्ति का विवरण / प्राधिकारी का विवरण जिससे सम्पत्ति प्राप्त की गई है	सम्पत्ति कर्मचारी के नाम दर्ज है अथवा उसके आश्रित के नाम (नाम व संबंध) और बेनामीदार का नाम (यदि कोई हो तो) जिसके नाम पर परिसम्पत्ति रखी गई है	क एवं ख प्रत्येक श्रेणी से होने वाली वार्षिक आय
1	क. भूमि का स्वरूप / प्लॉट क्षेत्रफल (रिहायशी/ संस्थानगत/ व्यावसायिक / कृषि एवं अन्य) ख. इमारत / भवन क्षेत्रफल सहित (रिहायशी/संस्थानगत/ व्यावसायिक / कृषि एवं अन्य)	जिला तहसील, उप-मंडल, गांव शहर का नाम जहां सम्पत्ति स्थित है	1. भूमि का मूल्य 2. भूमि अधिग्रहण का वर्ष	1. निर्मित क्षेत्र 2. तलों की संख्या 3. इमारत / भवन की निर्माण लागत	(उत्तराधिकारी, पुन, दान, खरीद, पड़े पर, रेहन, भेट इत्यादि.)			
2								
3								
4								
5								
6								
7								
8								

दिनांक:

कर्मचारी के हस्ताक्षर