

NO. AAP 237/2013/33  
GOVERNMENT OF ASSAM  
DEPARTMENT OF PERSONNEL (PERSONNEL: A)  
ASSAM SECRETARIAT (CIVIL) DISPUR  
GUWAHATI: 781006.

Dated Dispur, the 5<sup>th</sup> February, 2014.

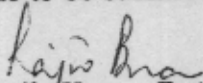
OFFICE MEMORANDUM

**Sub : Submission of Annual Property Return statement by Class-I officers of Government of Assam.**

Instances have come to the notice of the Government that Government servants sometimes do not submit Immovable Property Returns to their respective Appointing Authorities. The rule 11(1)(a) of the Assam Civil Services (Conduct) Rules, 1965 has specified that every Government servant is to submit return of Immovable Property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his name or in the name of any member of his family or in the name of any other person at such intervals as may be specified by the Government.

- II) It has been therefore decided that all officers of Government of Assam shall submit their Annual Property Returns in two separate formats viz. Immovable Property Return (IPR) and another for Movable Property Return (MPR) henceforth regularly latest by 31<sup>st</sup> January every year to their respective Appointing authority or Disciplinary authority. (Copies of the two formats are enclosed in annexure I and II respectively).
- III) It has also been decided that officers of Government of Assam who do not submit the Annual Property Return statements in time would be denied vigilance clearance and will not be considered for promotion, empanelment for senior level posts under the Government, deputation to foreign services, permission for foreign tour, permission for availing bank loan and NOC for obtaining Indian Passport.
- IV) It is also reiterated that non submission of Annual Property Return statements will be recorded against the column "Integrity" in the ACR besides initiating disciplinary action against the officer concerned for violating provision of the Assam Civil Services (Conduct) Rules, 1965.
- V) The Immovable Property Returns submitted by class-I officers of Government of Assam will be placed in the public domain/ Government website of respective Administrative Department.

All Administrative Departments and Heads of Departments are requested to bring these instructions to the notice of all officers under their control and ensure that these are strictly followed with immediate effect, i.e. beginning with the IPRs and MPRs due to be submitted in respect of the calendar year 2013.

  
(Rajiv/Kumar Borā)

Principal Secretary to the Govt. of Assam  
Personnel (A), etc Departments

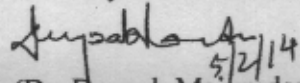
Memo No. AAP 237/2013/33-A

Dated Dispur, the 5<sup>th</sup> February, 2014.

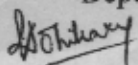
Copy to:

- 1) All Additional Chief Secretaries.
- 2) All Principal Secretaries/ Commissioner & Secretaries of all Administrative Departments
- 3) All Commissioner of Divisions/ All Deputy Commissioners/ SDO (C)
- 4) All Heads of the Department.
- 5) P. S. to Hon'ble Chief Minister for kind information of Hon'ble Chief Minister.
- 6) S.O. to Chief Secretary for kind information of the Chief Secretary, Assam
- 7) Managing Director, Assam Electronics Development Corporation Ltd. (AMTRON), Industrial Estate, Bamunimaidam, Guwahati - 781021 with a request to upload the IPR of all Class-I officers of Government of Assam, in Assam Online Portal, department wise in consultation with all the Administrative departments of Govt. of Assam.

By order etc.

  
(Dr. Deepak Majumdar)

Deputy Secretary to the Govt. of Assam  
Personnel (A) Department



**Statement of Immovable Property for the Calendar Year Ending .....**

1) Name of the officer in full : \_\_\_\_\_ Designation : \_\_\_\_\_  
(Block letters)

2) Pay : Basic : ..... Total allowance : ..... Gross Pay : ..... Total deduction : ..... Net Salary.....

Sl. No.	Precise location	Nature of land	Extent of Interest	Land-use pattern (Particulars of House/Building/Flat over the plot of land)	Value of the Land & House/Building/Flat		If not in own name, state in whose name & His / Her relationship to the officer	How acquired, whether by purchase, lease, mortgage, inheritance, gift or otherwise with dates of actualization & name with details from whom acquired	Annual income from the property	Remarks
					At the time of acquiring/purchase	Present value				
1	2	3	4	5	6	7	8	9	10	11
	Mouza :									
	Revenue Town / Village :									
	Patta No. :									
	Dag No. :									
	Net area :									
	Mouza :									
	Revenue Town / Village :									
	Patta No. :									
	Dag No. :									
	Net area :									

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Date :

(Signature of the officer)

Sl. No.	Precise location	Nature of land	Extent of Interest	Land-use pattern (Particulars of House/Building/Flat over the plot of land)	Value of the Land & House/Building/Flat		If not in own name, state in whose name & His / Her relationship to the officer	How acquired, whether by purchase, lease, mortgage, inheritance, gift or otherwise with dates of actualization & name with details from whom acquired	Annual income from the property	Remarks
					At the time of acquiring/purchase	Present value				
1	2	3	4	5	6	7	8	9	10	11
	Mouza :									
	Revenue Town / Village :									
	Patta No. :									
	Dag No. :									
	Net area :									
	Mouza :									
	Revenue Town / Village :									
	Patta No. :									
	Dag No. :									
	Net area :									

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Date :

(Signature of the officer)

- Column No.1**  
(Sl No.) : If no. of plot of Land/House/Flat is more than one, sl no. is to be given in each of the Land/House/Flat.
- Column No.2**  
(Precise location) : For each of the Land/House/Flat, particulars of schedule of land are to be given. In respect of House/Flat, name of the city/town is to be given in sub column 2 of column 2 i.e. revenue town/village and name of the house/flat is to be given in sub column 3 of column 2 i.e. Patta No. House No/Flat No if any is to be given in sub column 4 of column 2 i.e. Dag No. Net area of the House/Flat is to be given in sub-column 5 of column 2.
- Column No.3**  
(Nature of land) : Nature of land i.e. whether it is agricultural, residential, commercial, or industrial is to be given.
- Column No.4**  
(Extent of interest) : Extent of interest i.e. whether it is whole or part or joint ownership of the plot of Land/ House/ Flat is to be given in column 4.
- Column No.5**  
(Land use pattern) : Pattern of land use, whether it is vacant or used for House/Flat/ Agriculture/Industry or Commercial is to be given in column no.5 along with detail information if the House is multistoried.
- Column No.6 & 7**  
(Value of the land) : In column 6, registered value of the Land/House/Flat at the time of acquiring/ purchasing is to be provided along with approximate present market value in column no.7. In respect of inheritance of Land/House/Flat only present market value is to be provided.
- Column No.8**  
(If not in own name, state in whose name & his/her relationship to the officer) : Properties acquired / purchased by the immediate family members is to be given in column 8 along with his/ her relationship with the officer.
- Column No.9**  
(How acquired) : Properties how acquired, whether by purchase, lease, mortgage, inheritance, gift or otherwise is to be provided with dates of actualization & name with details from whom acquired.
- Column No.10**  
(Annual income from the property) : Annual income from the property through rent or agricultural/industrial/commercial use is to be given in column no 10.
- Column No.11**  
(Remarks) : Any other information which has not been incorporated in columns 2-10 may be given in column no.11.

**Statement of Movable Property for the Calendar Year Ending 31<sup>st</sup> December/.....**

1) Name of the officer in full (Block letters) :

Designation :

2) Pay: Basic : ..... Total allowance : ..... Gross Pay : ..... Total deduction : ..... Net Salary : .....

**A) Cash, Bank Balance, Credit and other movable properties**

Sl. No.	Description of Item.	Value	In whose name (self, wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition	Remarks
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Date :

(Signature of the Officer)

## B) Expenditure

G. P. F./C. P. S. Account No	Monthly Contribution	Insurance Policy		Number of those in course of education with monthly expenditure thereon	Monthly cost of maintaining family
		Annual Premium amount	Policy Nos.		
1	2	3	4	5	6

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Date :

(Signature of the officer)

- Instruction** :
- (i) The year ending should be indicated on the top. The present post held and gross monthly emoluments with details should also be indicated as done in respect of member of All India Services.
  - (ii) Under Item "A" Movable Property, all kinds of cash income should be indicated including Cash in Hand. Mere declaration of Income to the Income Tax Authority should not be considered to be an extenuating circumstance in case of failure to reflect in the property returns of income including Cash in Hand.
  - (iii) Other movable means every transaction in respect of National Savings Certificates or such things, Share, Jewellery, Motor Vehicles, Motor Cycle, Scooter, Refrigerator, Colour T.V., Air Conditioner, Computer, Laptop, etc. if the value of such property exceeds ₹ 10,000/- in case of Govt. servant holding any Class-I post.
  - (iv) Some of the income of (iii) above may go into Bank deposit, purchase of Shares, Debentures, NSS, Mutual Funds, Fixed Deposits and other Savings Certificates / Schemes, Payment of Insurance Premium, etc. Full description of all these should be given in the property returns.

**NOTE** :

- 1) The categories of other movable property/assets noted above are only illustrative and not meant to be exhaustive.
- 2) In filling the Forms, endeavor should be made to provide Govt. with a complete picture as far as possible of the Govt. servant's assets and no assets of appreciable value should be omitted by reason of any literal interpretation of the direction given.
- 3) If no. of item is more than 10 (Ten), Photostat copy of page 1 may be used which should be numbered as page 2 and the existing page 2 should be modified as page 3.

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