

संघ राज्य प्रशासन, लद्दाख

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH

सामान्य प्रशासन विभाग

GENERAL ADMINISTRATION
DEPARTMENT

F.No. A/27/2021-GAD SEC

ई-मेल/email:

gad.utladakh@ladakh.gov.in

यूटी सचिवालय/UT Secretariat

लेह/Leh, Dated:-31/12/2022

Subject:- Filling of Annual Property Return (PR) by Government employees of the UT Administration of Ladakh- instructions thereof.

Ref:- OM No. CVO/UTL/200/2022/90 Dated:- 22.04.2022 issued by CVO office, Ladakh.

Circular No:-10-LA (GAD) of 2022

Dated:31-12-2022

In terms of Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964, Government Servants are mandatorily required to submit Annual Property Returns giving full particulars of assets held by them and their family members by indicating the reasons for the increase, if any, in the assets and source thereof.

It is further provided that if any public servant without any reasonable cause which he/she shall be required to show, fails to submit the return annually shall invite action and shall result in denial of their vigilance Clearance. Non-filing of property returns constitutes good and sufficient reasons for instituting disciplinary action against the delinquent public servant.

Accordingly, it is enjoined upon all the Gazetted and Non-Gazetted employees of UT Administration of the Ladakh other than AIS/CCS and JKAS officers to file property returns for the year 2022 (as on 31st Dec 2022) and submit it to their concerned Heads of Department /Directors/Chief Engineers/Registrar University of Ladakh / Administrative Secretaries **by or before 31st January 2023**. AIS/CCS and KAS officers have to follow the required guidelines for submission of APR already in vogue.

All Administrative Secretaries are to ensure strict compliance with the above instructions under intimation to GAD Ladakh and submit a brief status of submission of APR by every employee to the CVO by or before 5th February with a separate list of defaulting employees. The format **for filing the 'Return' is enclosed.**

By order of the competent authority.

Sd/-

(Ajeet Kumar Sahu)IAS

Commissioner/Secretary

General Administration Department

Copy to the: -

1. All Administrative Secretaries, UT Secretariat, Ladakh.

Ajeet Kumar Sahu
31.12.2022

2. Additional Director General of Police, Ladakh.
3. Deputy Commissioner/CEO, LAHDCs, Leh and Kargil.
4. All Directors/HODs/Chief Engineers/Registrar UoL, Ladakh.
5. Joint Director Information, Ladakh for wide dissemination in all mediums of information.
6. District Informatics Officer, NIC, UT Ladakh for uploading on the UT website.
7. Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lieutenant Governor, Ladakh.
8. E-office file.


(Sonam Chhosdon/सोनम छोसडोन)

Deputy Secretary/ उप सचिव

General Administration Department/ सामान्य प्रशासन विभाग

FORMAT

STATEMENT OF ANNUAL PROPERTY RETURN FOR THE YEAR

AS ON 31.12.20

Service :

Name of Official/officer (in full) _____ **Designation:** _____ **Date of Birth** _____

Ministry/Department/Office _____ **Present Pay:** _____

Categories of property	Description/ Name & Details of Property Housing, Lands and Other Buildings	Means by which acquired/ Cost of construction /Acquirement including land in case of house and year when purchased	Present Value *	If not in own name , state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Immovable Property:- Name of District, Sub-Division, Taluk & Village or City in which property is situated							

<p>Property other than Immovable exceeding Rs. 20,000 under each one of the following Heads:</p> <ol style="list-style-type: none"> 1. Cash balance, Saving bank Deposits, shares, Cash Certificates, Fixed Deposits, Debentures and Security bounds. 2. Jewellery/Ornaments 3. House hold items (Electric and Electronic items) 4. Vehicles 						
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Signature :- _____

Date:- _____

NOTES:

- 1) * In case where is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short term leases also.
- 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II (Group A and Group B) services under Rule 15(3) of the Central Civil Services (Conduct) Rules, 1955 [now Rule 18(1) of the CCS (Conduct) Rules, 1964] on the first appointment to the Service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited 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 dependent on Government servant.
- 4) The wording 'No change or No addition or as in the previous year' may be avoided and full details provided.
- 5) The columns should be filled up neatly in capital letters.