

From

The Chief Secretary to Government Haryana

To

All HCS Officers

Dated Chandigarh, the 15/06/2020

Subject:- **Regarding submission of Annual Property Return for the year 2019-20.**

Sir/Madam,

I am directed to refer to the subject noted above and to inform you that as per Rule 24(1) of Haryana Civil Services(Government Employees Conduct) Rules, 2016, the Annual movable/immovable property returns of every financial year is required to be submitted by every member of the service in the prescribed performa by giving particulars of such property inherited or owned or acquired or held by him on lease of mortgage either in his own name or at the name of member of his/her family or in the name of any other person by 30th April of every year. But, due to Covid 19 situation, date of submission of Annual Property Return (Movable & Immoveable) has been increased to 31st July through email i.e. www.services4branch@gmail.com

In view of above, you are requested to furnish your APR(s) for the year 2019-20 to the Chief Secretary to Government, Haryana (In Services-IV Branch) through www.services4branch@gmail.com in prescribed performa by 31st July, 2020 as per guidelines mentioned below :-

- (i) cash, bank balance, deposits, Loans and Advances:
- (ii) investments in Shares, Securities, Debentures, Bonds etc.;
- (iii) jewellery and Insurance policies;
- (iv) vehicles, any other means of conveyance;
- (v) any electric, electronic goods or household items such as refrigerators, air conditioner, LCD, LED, computers, washing machines, furniture etc.;
- (vi) debts and other liabilities incurred directly or indirectly by him or his spouse or any other member of his family; and
- (vii) any other movable property owned, acquired or inherited by him or his spouse or any other member of his family.

Note 1. The moveable/immoveable properties either acquired by the members of the family of the employee from their own funds or inherited by them shall not attract the provisions of this rule.

Note 2. In all returns the value of items of movable property costing less than Rs. 50,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc., shall not be included in such return.

The above said performa is available at <http://finhry.gov.in>(Haryana Civil Services/Notification and orders/ (Government Employees Conduct) Rules, 2016.

Superintendent Services-IV
for Chief Secretary to Government Haryana