

No. 09/19/2024-6V1  
Government of Haryana  
Chief Secretary's Office  
General Administration Department  
(Vigilance-1 Branch)

To

- ✓1. All Administrative Secretaries to Government Haryana,
- ✓2. All Heads of Departments.
- ✓3. Registrar General, Punjab and Haryana High Court, Chandigarh.
- ✓4. Commissioners, Ambala, Hisar, Gurugram, Karnal, Faridabad and Rohtak Divisions.
- ✓5. All Chief Administrators/Administrators/Managing Directors/Executive Heads of PSUs-Boards/Corporations/Statutory Bodies/Autonomous Bodies/Societies in Haryana State.
- ✓6. All Deputy Commissioners in Haryana State.
- ✓7. Registrars of all the Universities in Haryana.

Dated Chandigarh, the: 12<sup>th</sup> November, 2024

**Subject: Monitoring of Annual Immoveable Property Returns.**

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Sir/Madam,

I am directed to invite your attention on the subject noted above and to enclose herewith a copy of the concerned rule 16 of All India Services (Conduct) Rules (for AIS officers) and Haryana Civil Services (Govt. employees' Conduct) Rules, 2016 (for rest of employees of state) w.r.t. Annual Property Return for strict compliance.

Yours faithfully,

  
Joint Secretary to Government Haryana,  
Vigilance-I. *q*

Dated Chandigarh the, 12.11.2024

Endst. No. 09/19/2024-6V1

A copy of above is forwarded to the Additional Director General of Police, Anti Corruption Bureau, Haryana w.r.t. his letter No. 11279/ACB (H) dated 03.06.2024 for information.

*Sd-*  
Joint Secretary to Government Haryana,  
Vigilance-I.

**15. Insolvency and habitual indebtedness.—**

- 15 (1) A member of the Service shall so manage his private affairs as to avoid habitual indebtedness or insolvency.
- 15 (2) A member of the Service against whom any legal proceedings is instituted for recovery of any debt due from or for adjudging him as an insolvent, shall forthwith report the full acts of such legal proceedings to the Government.
- 15 (3) The burden of proving that indebtedness or insolvency is the result of circumstances which, with the exercise of ordinary diligence, the member of the Service could not have foreseen or over which he had no control, and has not proceeded from extravagant or dissipated habits, shall be upon him.

**16. Movable, immoveable and valuable property.—**

- 16 (1) Every person shall, where such person is a member of the Service at the commencement of these rules, before such date after such commencement as may be specified by the Government in this behalf, or where such person becomes a member of the Service after such commencement, on his first appointment to the Service, submit a return of his assets and liabilities in such form as may be prescribed by the Government giving the full particulars regarding :—
- (a) the immovable property owned by him, or inherited or acquired 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;
  - (b) shares, debentures, postal Cumulative Time Deposits and cash including bank deposits inherited by him or similarly owned, acquired or held by him;
  - (c) other movable property inherited by him or similarly owned, acquired or held by him; and
  - (d) debts and other liabilities incurred by him directly or indirectly

NOTE I. In all returns, the values of items of movable property worth less than an amount equal to two months basic pay of the member of Service\*, in value may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery and books need not be included in such return

NOTE II. Where a member of an All India Service is appointed as a member of another All India Service, he shall not be required to submit a fresh return under this sub-rule.

- <sup>27</sup>16(2) Every member of the Service shall submit an annual return in such form as may be prescribed by the Government in this regard, giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage, either in his own

<sup>27</sup> Substituted vide Notification No. 11017/45/76—AIS(III) dated 11.01.1978 (GSR No. 151 dt. 28.01.1978)

\*Substituted vide Notification No. 11017/5-A/2011—AIS(III) dated 05.05.2011 (GSR No. 363(E) dt. 05.05.2011)

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name or in the name of any member of his family or in the name of any other person.

16(3) No member of the Service shall, except with the previous knowledge of the Government,—

- (a) acquire any immovable property by lease, mortgage, purchase, gift or otherwise, either in his own name or in the name of any member of his family; or
- (b) dispose of by lease, mortgage, sale gift or otherwise any immovable property owned by him or held by him either in his own name or in the name of any member of his family;

<sup>28</sup>Provided that the previous sanction of the Government shall be obtained if any such transaction is with a person having official dealings with the member of the Service.

16 (4) Every member of the Service shall intimate the Government in respect of each transaction, whose value exceeds <sup>29</sup>two months basic pay of the member of Service within a month of the completion of such transaction.

<sup>30</sup>Provided that the previous sanction of the Government shall be obtained if any such transaction is with a person having official dealings with the member of the Service.

16 (5) The Government or any authority empowered by it in this behalf may, at any time, by general or special order, require a member of the Service to furnish within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order and such statement shall if so required by the Government or by the authority so empowered, include details of the means by which, or the source from which such property was acquired.

<sup>31</sup>*Explanation I.*— For the purpose of this rule, the expression movable property includes inter alia the following property, namely :—

- (a) jewellery, insurance policies the annual premia of which exceeds \*two months basic pay of the member of Service, shares, securities and debentures;
- (b) loans advanced by or to such member of the Service, whether secured or not;
- (c) motor cars, motor cycles, horses, or any other means of conveyance; and
- (d) refrigerators, radiograms and television sets.

*Explanation II.*— For the purpose of this rule, 'lease' means, except where it is obtained from, or granted to, a foreign national or foreign mission or a foreign organisation controlled by, or associated with, foreign missions, or a person having

<sup>28</sup> Substituted vide DP&T Notification No. 11017/85/84—AIS(III) dated 15.10.1985 (GSR No. 1009 dt. 02.11.1985)

<sup>29</sup> Substituted vide Notification No.11017/5-A/2011—AIS(III) dated 05.05.2011 (GSR No. 363(E) dt. 05.05.2011)

<sup>30</sup> Substituted vide DP&T Notification No. 11017/85/84—AIS(III) dated 15.10.1985 (GSR No. 1009 dt. 02.11.1985)

<sup>31</sup> Explanation renumbered as Explanation, words "and radiograms" Substituted by words "radiograms and televisions sets" and Explanation II inserted vide DP&T Not.No.5/23/72 AIS(III) dt.27.07.1974 (GSR No.834 dt. 10.08.1974)

\*Substituted vide Notification No.11017/5-A/2011—AIS(III) dated 05.05.2011 (GSR No. 363(E) dt. 05.05.2011)

official dealings with the member of the Service, a lease of immovable property from year to year or for any term exceeding one year or receiving a yearly rent.

**16A. Transaction in immovable property outside India:—**Notwithstanding anything contained in sub-rule (3) of rule 16, no member of the Services shall except with the previous sanction of the Government,—

16A (a) acquire by lease, mortgage, purchase, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India; or

16A (b) dispose of by mortgage, sale, gift or otherwise, or grant any lease in respect of, any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family; or

16A (c) enter into any transaction with any foreigner, foreign Government, foreign organisation or concern,—

(i) for the acquisition, by lease, mortgage, purchase, gift or otherwise, either in his own name or in the name of any member of his family, or any immovable property.

(ii) for the disposal of, by mortgage, sale, gift or otherwise, or the grant of any lease in respect of any, immovable property which was acquired or is held by him either in his own name or in the name of any member of his family

**17. Vindication of acts and character of members of the Service:—**No member of the Service shall, except with the previous sanction of the Government have recourse to any court or to the press for the vindication of official act which has been the subject matter of adverse criticism or attack of a defamatory character.

<sup>32</sup>Provided that if no such sanction is conveyed to by the Government within 12 weeks from the date of receipt of the request, the member of the service shall be free to assume that the sanction sought for has been granted to him.

*Explanation.*—Nothing in this rule shall be deemed to prohibit a member of the Service from vindicating his private character or any act done by him in his private capacity. Provided that he shall submit a report to the Government regarding such action.

<sup>33</sup>**17A. Observance of cultural norms:—** Every member of the service in his personal capacity or otherwise shall —

(i) observe strictly, the existing policies regarding age of marriage, preservation of the Environment, Wild Life and Cultural heritage:

(ii) observe the existing policies regarding crime against women and

(iii) observe the two children family norms.

**18. Canvassing.**— No member of the Service shall bring or attempt to bring any political or other influence to bear upon any superior authority to further interests in respect of matters pertaining to his service under the Government

<sup>34</sup>**19. Restriction regarding marriage.**—

<sup>32</sup> Inserted vide Notification No. 11017/27/93—AIS(III) dated 13.01.1995 (GSR No. 52 dt. 04.02.1995)

<sup>33</sup> Inserted vide Notification No. 11017/27/93—AIS(III) dated 13.01.1995 (GSR No. 52 dt. 04.02.1995)

<sup>34</sup> Substituted/Added vide DP&AR Notification No. 9/32/70—AIS(III) dated 10.03.1971 (GSR No. 419 dt. 27.03.1971)

of interest or operate a credit account with a bonafide trade man or make an advance of pay to his private employee but such amount shall not exceed twelve months basic pay for the construction of house or purchase of built up house and six months basic pay for the purchase of conveyance and other purposes.

Provided further that a Government employee may, with the previous sanction of the Government, enter into any transaction referred to in sub- clause (a) or sub-clause (b).

- (2) When a Government employee is appointed or transferred to a post of such nature as shall involve him in the breach of any of the provisions of sub-rule (A)(2) or sub-rule (B)(1), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

**23. Insolvency and habitual indebtedness.—**

- (1) A Government employee shall so manage his private affairs as to avoid habitual indebtedness, or insolvency.
- (2) A Government employee against whom any legal proceedings are instituted for recovery of any debt due from him or for adjudging him as an insolvent shall immediately report the full facts of the legal proceeding to the Government.
- (3) The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the Government employee may not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon him.

**24. Movable, immovable and valuable property.—**

- (1) Every Government employee shall submit—
- (i) declaration of property on his first appointment to any service or post;
- (ii) annual property return as on 31st March of every financial year; and

(iii) property return as and when he is directed by the prescribed authority,

showing particulars in detail, in the prescribed Forms appended to these rules at Annexure A and B, regarding

(a) immovable property inherited, owned, acquired or held on lease or mortgage, by him or his spouse or any member of his family, either in their own name or in the name of any other person; and

(b) movable property.

**Explanation.**— For the purpose of this rule the expression 'movable property' includes—

- (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.

- (2) No Government employee or any dependent member of his family shall except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale,

gift or otherwise either in his own name or in the name of any dependent member of his family:

Provided that the previous sanction of the prescribed authority shall be obtained by the Government employee if any such transaction is—

- (i) with a person having official dealings with the Government employee; or
- (ii) otherwise than through a registered dealer.

- (3) Where a Government employee enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the Government employee:

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is—

- (i) with a person having official dealings with the Government employee; or
- (ii) otherwise than through a registered dealer.

- (4) The Government or the prescribed authority may at any time, by general or special order, require a Government employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so, required by the Government or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.

**25. Vindication of acts and character of Government employees.—**

- (1) No Government employee shall, except with the previous sanction of the Government, have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or on attack of a defamatory character:

Provided that if no such sanction is received by the Government employee within a period of three months from the date of receipt of his