

From

The Chief Secretary to Government Haryana

To

✓ All HCS (Executive Branch) Officers

Dated Chandigarh, the 01st March 2023.

Subject: Submission of Annual Property Return in respect of Moveable and Immovable Properties for the financial year 2022-2023 by HCS (Executive Branch) Officers.

Sir/Madam

I am directed to refer to inform you that as per Rule 24(1) of Haryana Civil Services(Government Employees Conduct) Rules, 2016, the Annual moveable and immovable property return 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 or 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.**

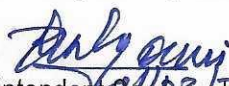
2. In view of above, you are requested to submit your Annual Property Return in respect of Moveable and Immovable Properties **(as on 31st March 2023)** for the financial year 2022-2023 by **30th April 2023** positively by providing the details as mentioned in prescribed Performa/ format only and signing every page with stamp giving all the details of your entire moveable and immovable assets even if those are already shown in any/every previous statement(s). The Annual Property Return has to be furnished in neat and legible hand writing to the Chief Secretary to Government, Haryana (in Services-IV Branch). Same can be submitted through www.services4branch@gmail.com in prescribed performa by **30th April 2023** as per guidelines mentioned below:-

- i) Cash, bank balance, deposits, Loans and Advances.
- ii) Investments in Shares, Securities, Debentures, Bonds etc.
- iii) Jewellery.
- 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/immovable 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.

3. The above said performa is available at <http://intraharyana.gov.in> (Haryana Civil Services/Notification and orders/ (Government Employees Conduct) Rules, 2016. This is for information and strict compliance. Further, it is requested to submit Immovable Property Return online on <http://intraharyana.gov.in> latest by **30th April 2023.**


Superintendent Services-IV Branch
for Chief Secretary to Government, Haryana