

No. 5/1/2009-5SIV (PF)

From

The Chief Secretary to Government Haryana

To

All HCS (Executive Branch) Officers

Dated Chandigarh, the 22nd June 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 invite your attention towards the letter issued vide No. 5/1/2009-5SIV (PF) dated 01st March 2023 and 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**. But it is found that some of the HCS (Executive Branch) officers have not filed their Annual Property Return for the financial year 2022-2023 in respect of Moveable and Immovable Properties (in hard copy). Now after due consideration, Government has decided to extend the date of filing of Annual Property Return for the financial year 2022-2023 as **25th July 2023**.

2. In view of the above, you are again 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 **25th July 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). Please ignore, if already submitted. Same can be submitted through www.services4branch@gmail.com in prescribed Performa by **25th July 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 at <http://intraharyana.gov.in> latest by **25th July 2023**.


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