

Principal Chief Conservator of Forests
and
Ex-Officio Secretary to Govt. (Forest)

CIRCULAR NO.20/87

Sub: Estt. - Property statements prompt submission
and scrutiny - Reg.

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All Government Employees are required to submit Moveable and Immovable property statements as on 1st January of every year. The property statements are to be filed properly as per Government Instructions.

It has however been observed that property statements are not being submitted regularly, and at times the entries do not give complete information.

The following instructions are issued for strict compliance.

1. Every employee must submit his property statements before end of January of each year.
2. The property statements shall be maintained along with the service Book and shall be transferred to the appropriate authority in case of transfer of employee. The property statement of all Gazetted Officers will however be maintained in the office of Principal Chief Conservator of Forests.
3. The controlling officer shall scrutinise the property statements and ensure that information is complete. Any new acquisition or entry should be supported by the permission of or report to the appropriate authority.
4. Non submission of property statements amounts to violation of conduct rules, and the controlling authority should take disciplinary action for non-submission, or late submission.
5. The property statements shall be in the custody of the controlling officer like the Annual Confidential Reports.

These instructions may be brought to the notice of all employees for strict compliance.

Sd/- K.V.S.Babu,
Principal Chief Conservator of Forests.

To
All officers in Distribution list-A.

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