

**MOST URGENT**

GOVERNMENT OF ASSAM,  
SECRETARIAT ADMINISTRATION DEPARTMENT  
(GAZETTED CELL)  
DISPUR:::GUWAHATI-6

Block-A, 2<sup>nd</sup> Floor, Janata Bhawan, sad.assam@gov.in, sad.assam.gov.in

No.SAE.35/2016/22

Dated Dispur, the 23<sup>rd</sup> December, 2019.

From : Deputy Secretary to the Govt. of Assam  
Secretariat Administration Department  
(Gazetted Cell), Assam Secretariat

To : All Superintendent, Janata Bhawan (Assam Secretariat).

.....Department.

Sub : **Submission of Annual Property return (Movable and Immovable) statement.**

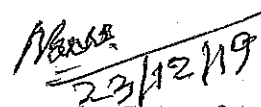
Ref : Letter No.1.AAP.237/2013/50 dated 14-07-2016 and  
2. AAP.237/2013/33 dated 05-02-2014.

Sir,

With reference to the subject cited above, I am directed to request you to kindly inform all the officers of your Department under Secretariat Service to submit the Annual Property Return (Movable and Immovable) statement to the undersigned for the year 2019, within 20<sup>th</sup> January, 2020 as per proper format.

Yours faithfully

Encl: As stated above.

  
23/12/19  
Deputy Secretary to the Govt. of Assam,  
Secretariat Administration Department.  
(Gazetted Cell)


Memo No.SAE.35/2016/22-A

Dated Dispur, the 23<sup>rd</sup> December, 2019.

Copy to:-

PS to Commissioner & Secretary to the Govt. of Assam, Secretariat Administration Department for kind appraisal of Commissioner & Secretary.

By Order etc.,

  
Deputy Secretary to the Govt. of Assam,  
Secretariat Administration Department.  
(Gazetted Cell)

Statement of Movable Property for the Calendar Year Ending 31<sup>st</sup> December/.....of...Class... Officer

1) Name of the officer in full (Block letters) :

Designation :

2) Pay: Basic : ..... Total allowance : ..... Gross Pay : ..... Total deduction : ..... Net Salary : .....

A) Cash, Bank Balance, Credit and other movable properties

Sl. No.	Description of Item.	Value	In whose name (self, wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition	Remarks
	2	3	4	5	6
1					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Date :

(Signature of the Officer)



- Instruction :**
- (i) The year ending should be indicated on the top. The present post held and gross monthly emoluments with details should also be indicated as done in respect of member of All India Services.
  - (ii) Under Item "A" Movable Property, all kinds of cash income should be indicated including Cash in Hand. Mere declaration of Income to the Income Tax Authority should not be considered to be an extenuating circumstance in case of failure to reflect in the property returns of income including Cash in Hand.
  - (iii) Other movable means every transaction in respect of National Savings Certificates or such things, Share, Jewellery, Motor Vehicles, Motor Cycle, Scooter, Refrigerator, Colour T.V., Air Conditioner, Computer, Laptop, etc. if the value of such property exceeds ₹ 10,000/- in case of Govt. servant holding any Class-I post.
  - (iv) Some of the income of (iii) above may go into Bank deposit, purchase of Shares, Debentures, NSS, Mutual Funds, Fixed Deposits and other Savings Certificates / Schemes, Payment of Insurance Premium, etc. Full description of all these should be given in the property returns.

**NOTE**

- 1) The categories of other movable property/assets noted above are only illustrative and not meant to be exhaustive.
- 2) In filling the Forms, endeavor should be made to provide Govt. with a complete picture as far as possible of the Govt. servant's assets and no assets of appreciable value should be omitted by reason of any literal interpretation of the direction given.
- 3) If no. of item is more than 10 (Ten), Photostat copy of page 1 may be used which should be numbered as page 2 and the existing page 2 should be modified as page 3.

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**Statement of Immovable Property for the Calendar Year Ending .....** *of class: Officers*

1) Name of the officer in full : ..... Designation : .....  
 (Block letters)

2) Pay : Basic : ..... Total allowance : ..... Gross Pay : ..... Total deduction : ..... Net Salary : .....

Sl. No.	Precise location	Nature of land	Extent of Interest	Land-use pattern (Particulars of House/Building over the plot of land)	Value of the Land & House/Building/Flat		If not in own name, state in whose name & His / Her relationship to the officer	How acquired, whether by purchase, lease, mortgage, inheritance, gift or otherwise with dates of actualization & name with details from whom acquired	Annual income for the property	Remarks
					At the time of acquiring/purchase	Present value				
1	2	3	4	5	6	7	8	9	10	11
	Mouza : Revenue Town / Village : Patta No. : Dag No. : Net area :									
	Mouza : Revenue Town / Village : Patta No. : Dag No. : Net area :									

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Date: .....

.....  
 (Signature of the Officer)

.....  
 (Signature of the Officer)

Sl. No.	Precise location	Nature of land	Extent of Interest	Land-use pattern (Particulars of House/Building over the plot of land)	Value of the Land & House/Building/Flat		If not in own name, state in whose name & His / Her relationship to the officer	How acquired, whether by purchase, lease, mortgage, inheritance, gift or otherwise with dates of actualization & name with details from whom acquired	Annual income for the property	Remarks
					At the time of acquiring/purchase	Present value				
1	2	3	4	5	6	7	8	9	10	11
	Mouza : Revenue Town / Village : Patta No. : Dag No. : Net area :									
	Mouza : Revenue Town / Village : Patta No. : Dag No. : Net area :									

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Date:

(Signature of the Officer)

- Column No.1  
(Sl.No.) : If no. of plot of Land/House/Flat is more than one, sl no. is to be given in each of the Land/House/Flat.
- Column No.2  
(Precise location) : For each of the Land/House/Flat, particulars of schedule of land are to be given. In respect of House/Flat, name of the city/town is to be given in sub column 2 of column 2 i.e. revenue town/village and name of the house/flat is to be given in sub column 3 of column 2 i.e. Patta No. House No/Flat No if any is to be given in sub column 4 of column 2 i.e. Dwg No. Net area of the House/Flat is to be given in sub-column 5 of column 2.
- Column No.3  
(Nature of land) : Nature of land i.e. whether it is agricultural, residential, commercial, or industrial is to be given.
- Column No.4  
(Extent of interest) : Extent of interest i.e. whether it is whole or part or joint ownership of the plot of Land/ House/ Flat is to be given in column 4.
- Column No.5  
(Land use pattern) : Pattern of land use, whether it is vacant or used for House/Flat/ Agriculture/Industry or Commercial is to be given in column no.5 along with detail information if the House is multistoried.
- Column No.6 & 7  
(Value of the land) : In column 6, registered value of the Land/House/Flat at the time of acquiring/ purchasing is to be provided along with approximate present market value in column no.7. In respect of inheritance of Land/House/Flat only present market value is to be provided.
- Column No.8  
(If not in own name state in whose name & his/her relationship to the officer) : Properties acquired / purchased by the immediate family members is to be given in column 8 along with his/ her relationship with the officer.
- Column No.9  
(How acquired) : Properties how acquired, whether by purchase, lease, mortgage, inheritance, gift or otherwise is to be provided with dates of actualization & name with details from whom acquired.
- Column No.10  
(Annual income from the property) : Annual income from the property through rent or agricultural/industrial/commercial use is to be given in column no 10.
- Column No.11  
(Remarks) : Any other information which has not been incorporated in columns 2-10 may be given in column no.11.