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Confidential

Government of Odisha  
Home Department

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No. 01475100092015 27. / Con.,

Dated, Bhubaneswar, the 20.1.2015

From

Smt. S. R. Sarkar,  
Deputy Secretary to Government

To

The Under Secretary to Government,  
Home (Civil Defence) Department.

Sub:- Submission of property statements by Officers of  
Civil Defence cadre for the triennial period 2012-14

Sir,

I am directed to say that as per Rule 21 (4) of the Orissa Government Servants Conduct Rules, 1959 all the Officers Civil Defence cadre of Home Department are required to submit their property statements making true and complete declaration showing in detail all assets movable or immovable and the value there of and also acquisition and/ or disposal of property during the period from 1<sup>st</sup> January 2012 to 31<sup>st</sup> December 2014.

The detailed guidelines/instructions for submission of property statement are enclosed herewith for converlience of the Officers concerned.

You are requested to instruct all the Officers concerned, individually , working under your administrative control to submit their property statements strictly as per the guidelines/instructions to Home (Confidential) Department latest by 31<sup>st</sup> January 2015 positively.

P.T.O.

: 2:

The property statement, if not submitted strictly in accordance with the guidelines/instructions, will not be accepted. In the event of their failure to do so in time, they shall be liable to disciplinary action.

Yours faithfully,

Deputy Secretary to Government

Memo No. \_\_\_\_\_ / Date:-

Copy forwarded to Senior Private Secretary to Principal Secretary to Government, Home Department for kind information of Principal Secretary to Government, Home Department.

Deputy Secretary to Government

Memo No. 27 / Date:- 20/1/2015

Copy forwarded to OIC, IMU, Home Department for information and necessary action.

Deputy Secretary to Government

GUDELINES/INSTRUCTIONS FOR SUBMISSION  
OF PROPERTY STATEMENT

1. According to Rule 21(4) of the Orissa Government Servants Conduct Rule, 1959, all Group-'A' & 'B' Officers of Civil Defence Cadre of Home Department are required to make a true and complete declaration of all his/her assets, movable and immovable and the value thereof in the form given in Appendix-A of the Rules *ibid* and send it to the Home (Confidential) Department latest by 31<sup>st</sup> January 2015.
2. The declaration must contain detailed particulars of the Officer's assets and must include and specify any assets held by or in the name of his /her spouse, children, other dependents or benamidars.
3. The property statement must be for the current triennial period from 2012-14 i.e., completed by 31<sup>st</sup> December 2014 .
4. Newly appointed Officers are to declare their assets as on the date of appointment and declare subsequently at the completion of the normal triennial period notwithstanding the fact that three (3) years have not elapsed since the submission of their first declaration.
5. Persons shall be advised to submit their property statements in the sealed envelopes of the size of 10'' X 6''. The declaration must be written by the Officer in his/her own hand and the envelope containing the property statement must be closed with gum/paste and sealed with sealing wax at all closure points of the cover, which are to be preserved in Home ( Confidential) Department.
6. The sealed envelopes shall contain the name, designation of the Officer, the period covered by the property statement and his dated signature. These information are to be mentioned boldly on the face of the envelope.
7. Sealed covered property statement(s) bearing all the above information must be forwarded with a forwarding letter to the Under Secretary to Government, Home (Confidential) Department.
8. The forwarding letter must not be kept inside the sealed cover. Rather the sealed cover containing the property statement(s) is to be sent as an enclosure of the forwarding letter.
9. Disciplinary action will be initiated against all the Officers who fail to submit their property statements, as per Rules.