



**Office of the Divisional Commissioner,  
Rail Head Complex, Jammu**

(0191-2478991 & 2478995, Fax 0191-2478993 E-mail: [divcomjammu@gmail.com](mailto:divcomjammu@gmail.com))

**Subject:-** Filling of Annual Property Returns by the Public Servants within stipulated date every year.

- Reference:**
- i. Circular No. 04 – GAD (Vig) of 2015 dated 28.01.2015 issued by GAD.
  - ii. Circular No. FC(Adm-Misc)02/2015 dated 28.01.2015 issued by FCR.

**CIRCULAR**

The filling of property returns is obligatory to every Public Servant as per Section 9(2) of the J&K Public Men and Public Servants (Declaration of Assets and other Provisions) Act 1983. There is also a provision for initiating action against the defaulting Public Servant as prescribed under rules.

It has been observed that large numbers of employees are not filling of Annual Property Returns despite issued circular instructions by the Government from time to time.

It is hereby enjoined upon all the Deputy Commissioners / SDM / Tehsildars to ensure that the Annual Property Returns of all the Public Servants working in their respective control be sent to the concerned quarters within 10 days and on the regular basis by or before 15<sup>th</sup> January in every year as per following manners:

S/No	Cadre / post	Competent / Submitting authority
1.	Tehsildar, Sr. Scale Stenographer, Naib Tehsildar. I/C Naib Tehsildar & L/A Naib Tehsildar	Financial Commissioner (Rev)
2.	Section officer Saddar Mohasib Head Asstt. Jr. Stenographer Girdawar Mohasib WBN	Divisional Commissioner Jammu
3.	Sr. Asstt. Patwaries Steno Typist Jr. Asstt. Driver	Deputy Commissioner concerned

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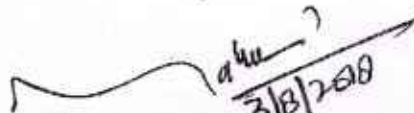
*[Handwritten signature]*  
3/18/2018

The Annual Property Returns once received by respective / competent authority, are to be uploaded on their official website. The details of employees who have not filled their Annual Property Returns for the year ending 2017 and action taken against them may be conveyed to this office within 10 days, so the same be intimated to Government accordingly.

The above instruction to be adhered in letter and spirit.

Issued with the approval of Competent Authority.

No. 101/3093/APS/2018/2931-37  
Date. 03.08.2018

  
(Muzafar Ali Malik) KAS,  
Asstt. Commissioner (Central),  
with Divisional Commissioner,  
Jammu

Copy to the:-

1. Financial Commissioner (Rev), J&K Government, Srinagar for information.
2. Commr/Secretary to Govt. Revenue Department, J&K Civil Secretariat, Srinagar for information.
3. Commr/Secretary to Govt. General Administration Department, J&K Civil Secretariat, Srinagar for information.
4. All Deputy Commissioners of Jammu Division for information & necessary action.
5. All SDM Jammu Division for information & necessary action.
6. All Tehsildar Jammu Division for information & necessary action.
7. I/C Website Divisional Commissioner office Jammu.

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