



I/121/2021

F. No. LA/GAD/ (IPR)UTL/2021(16)

**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH  
GENERAL ADMINISTRATION DEPARTMENT**

E.mail ID: gadutladakh@gmail.com

**Civil Secretariat Ladakh**

**Dated:- 03.02.2021**

**Subject:- Filing of Property Return (PR) by the Gazetted and Non-Gazetted employees- Instructions thereof.**

**Circular No:- 02-LA(GAD) of 2021**

**Dated:- 03-02-2021**

In terms of Rule 9 of J&K Employees (Conduct) Rules, 1971, it is mandatory for every employee to file their annual property return (PR) by 15<sup>th</sup> January every year.

Accordingly, it is enjoined upon all the Gazetted and Non Gazetted employees of UT of the Ladakh other than AIS officers to file their property returns as per the enclosed proforma latest by **15<sup>th</sup> February, 2021**. Failure in this regard shall attract disciplinary action and withholding of vigilance clearance.

The Gazetted officers shall submit their property returns to the Under Secretary, General Administration Department, UT Ladakh with a copy to GAD UT J&K. Non-Gazetted officials shall submit their property returns to their concerned DC/HoDs/ Directors/ Chief Engineers/ Registrar University of Ladakh as the case may be.

**Enclosure:- As above**

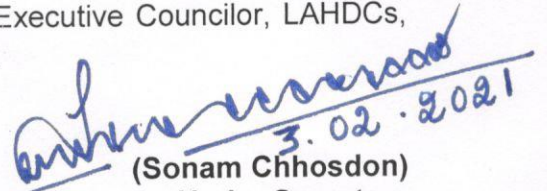
**Sd/-**

**(Ajeet Kumar Sahu)IAS  
Commissioner/Secretary**

**General Administration Department**

**Copy to the:-**

1. All Administrative Secretaries, UT Ladakh.
2. Additional Director General of Police, Ladakh.
3. Deputy Commissioner/CEO, LAHDCs, Leh and Kargil.
4. All Directors/ HODs /Chief Engineers/ Registrar UOL, Ladakh.
5. Deputy Director Information, Ladakh for wide dissemination in all mediums of information.
6. District Informatics Officer, NIC, UT Ladakh for uploading on the UT website Ladakh.
7. OSD to Hon'ble Lt. Governor, for information of the Hon'ble Lt. Governor Ladakh.
8. Private Secretary to Advisor for information of the Advisor to Hon'ble Lt. Governor Ladakh.
9. Private Secretary to Hon'ble Chairman/ Chief Executive Councilor, LAHDCs, Leh and Kargil for information of Hon'ble CECs.
10. Office/ Circular/e-office file

  
3.02.2021

**(Sonam Chhosdon)  
Under Secretary  
General Administration Department**

(CONFIDENTIAL)

FORM 'A'

(Ref. SRO-199 of 19<sup>th</sup> June, 1998)

STATEMENT SHOWING THE DETAILS OF PROPERTY BOTH IMMOVABLE AND MOVABLE OWNED BY A PUBLIC SERVANT OR ANY MEMBER OF HIS/HER FAMILY OR THE PROPERTY IN WHICH HE/SHE OR ANY MEMBER OF HIS/HER FAMILY HAS INTEREST (AS IT STOOD ON THE LAST DAY OF THE YEAR \_\_\_\_\_ VIZ. 31<sup>ST</sup> DECEMBER, \_\_\_\_\_)

1. Declaration made by (full name with surname in block letters)
2. Present Designation with full official address at which correspondence to be conducted (stating whether on deputation, if so, parent department should be quoted)
3. Scale of pay and rate of salary on the last day of December of the preceding year
4. Date of first appointment as Public Servant :
5. The average strength of the family members dependant on officer during the period under report
6. The Name, Address and Occupation of the officer's father and father-in-law (in case any property is shown in the statement as having been received from the parent or parent-in-law)
7. Name of the officer, wherefrom statement of property submitted last year

1	2	3	4	5	6	7	8	9	10
Categories of property	Description	Date on which acquired	Means by which acquired	Mode of acquisition whether by purchase, lease, inheritance, gift or otherwise, with date of acquisition and name with details of persons from whom acquired	Reference to the authority and number and date of order under which sanction was obtained for the acquisition of the property if required under Government Servants Conduct Rules	Value of the property	Annual Income, if any accruing from the property	In whose name property stands (self, dependant or other person). Here give name and relationship with the Government Servant	Remarks
I. <b>Immovable Property :</b> 1. Building with Mohalla, name of Village, Town, Tehsil and District wherein situated. 2. Kharsa Nos. or other description of land and with area and name of Village, Town, Tehsil and District wherein situated. 3. Mortgages on immovable property with full description as in 1 and 2 above.									
II <b>Property other than immovable exceeding Rs. 20,000 under each one of the following Heads :</b> 1. Cash balance, Saving bank Deposits, Shares, Cash Certificates, Fixed Deposits, Debentures and Security bounds. 2. Jewellery/Ornaments 3. House hold items (Electric and Electronic items) 4. Vehicles									

I do hereby declare that the above statement is true to the best of my knowledge and belief. I further declare that I, my wife/husband or any other member of my family as referred to in the J&K Public Men and public Servants (Declaration of Assets and other provisions) Act, 1983 neither own nor have any property other than that mentioned above.

Note: - This return should be submitted complete in all respects without making any reference to previous statement or any of its item or sub-item incomplete Statements, if received from any public servants shall not be entertained.

Signature of the  
Public Servant