

**C I R C U L A R**

Sub:- Andhra Pradesh Civil Services (Conduct) Rules, 1964 - Property Statement i.e. movable and immovable for the Year 2023 - Called for.

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All the Judicial Officers in the District are requested to obtain and submit the property statements for the year 2023 in the prescribed proforma from the staff members of their respective Courts, except Record Assistants and L.G.S, to the District Court, Vizianagaram, as mentioned below:

The immovable property purchased in the names of the employee, spouse, children and dependent parents should be furnished.

They are further requested to furnish the information of the movable property which worth more than Rs.1,00,000/- along with the above statement.

The above information should reach the District Court, Vizianagaram on or before **30.04.2024.**

The receipt of the Circular should be acknowledged by return of post.

**True Copy / By Order**

*Raj Kanna Laksh*  
**Chief Administrative Officer,  
District Court, Vizianagaram.**

*Sd/ B. Sai Kalyan Chakravarthi*  
**Principal District Judge,  
Vizianagaram.**

**To :** All the Judicial Officers in the district.

All the Chief Administrative Officers / Senior Superintendents / Superintendents relating to Vizianagaram Judicial District, are directed to download the above said circular and Annexures, from District Court website **vizianagaram.dcourts.gov.in** and place the same before their respective Judicial Officers.

**Copies to :** The Senior Superintendents (HC and CN), Superintendents (RK, OP Cell, CS and Translator) District Court, Vizianagaram and they are directed to submit the above information of the staff members working under their control, in the proforma to the Administrative section by **30.04.2024.**

**Copy to :** The System officer, e-Courts Project, District Court, Vizianagaram with a direction to upload the above said circular and Annexures in District Court website.

STATEMENT SHOWING THE PROPERTY AND RELATIVES OF THE RESPECTIVE STAFF MEMBER OF  
THE VIZIANAGARAM DISTRICT UNIT, EXCEPT RECORD ASSISTANTS AND L.G.S. FOR THE YEAR  
ENDING WITH 31.12.2023.

1. Name of the Employee :  
 2. Designation :  
 3. Native Place :  
 4. Places served previously with full dates (including deputations)

Sl. No.	Designation and place	Period

5. Particulars of School and College going children

Sl. No.	Class in which studying	Medium of instruction, if any	Special features, if any	Institution & place where at present studying

6. Particulars of Property

District	Munsif	Property	
		Lands	House

Nature of Property	Situation of property, survey No. & extent	Held in whose name	Mode of acquisition	Price paid/obtained	Source of payment	Permission details	Annual income from property

7. Particulars of Relations

Sl. No.	Name and occupation	Place of Residence	Nature of relationship

Place :  
Date :

Signature :

**ANNEXURE - I**

STATEMENT OF IMMOVABLE PROPERTIES POSSESSED, ACQUIRED AND DISPOSED OF BY Sri/Smt/Kum. \_\_\_\_\_ (Name),  
\_\_\_\_\_ (Designation), \_\_\_\_\_ (Court) OR ANY OTHER PERSON ON HIS BEHALF OR BY ANY MEMBER  
OF HIS/HER FAMILY DURING THE YEAR 2023

**SUB-RULE 7 OF RULE 9 OF A.P.C.S.(CONDUCT) RULES 1964**

Sl. No	Nature of Property	Situation of property, Survey/Municipal No. with extent	Held in whose name and relationship with employee	Date and mode of acquisition/ disposal	Price paid/ obtained	Source of payment	Whether information given or sanction obtained (with reference No. & date)	Annual income from property
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	House							
2.	Flat							
3.	Shop							
4.	House Plot							
5.	Agricultural land (dry or wet)							
6.	Any other immovable property							

Note: Details of acquisition of properties standing in the name of Hindu Undivided family or Partnership in which the officer holds a claim of share should be separately shown in the statement.

SIGNATURE :

**ANNEXURE-II**

STATEMENT OF MOVABLE PROPERTIES POSSESSED, ACQUIRED AND DISPOSED OF BY Sri/Smt/Kum. (Name),  
 OF HIS/HER FAMILY DURING THE YEAR 2023 (Designation), \_\_\_\_\_ (Court) OR ANY OTHER PERSON ON HIS BEHALF OR BY ANY MEMBER  
SUB-RULE 7 OF RULE 9 OF A.P.C.S.(CONDUCT) RULES 1964

Sl. No.	Nature of property	Held in whose name and relationship with employee	Date & Mode of acquisition/ disposal	Name & address of persons from whom acquired/to whom disposed of.	Whether transaction done within the limitation of jurisdiction	Price Paid / obtained	Source of payment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	<b>MOVABLES (WHOSE VALUE EXCEEDS RUPEES ONE LAKH)</b> <b>VEHICLES :-</b> MOTOR CAR MOTOR CYCLE Any other vehicle						
2.	<b>ELECTRICAL GOODS :-</b> AIR CONDITIONER VCR/TELEVISION REFRIGERATOR ANY OTHER GOODS						
3.	<b>JEWELLERY :-</b> ORNAMENTS VESSELS, ETC.						
4.	<b>INVESTMENT &amp; CASH :-</b> Bank Deposits Debentures/Shares Bank Balance etc.						
5.	<b>FURNITURE</b>						
6.	<b>LIVE STOCKS</b>						
7.	<b>ANY OTHER GOODS</b>						

Note: Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer holds a claim of share should be separately shown in the statement.

SIGNATURE :