

No. **7202** /Gen.
GAD-SC-GCS-0128-2014
Government of Odisha
General Administration Department

Bhubaneswar, Dated 5th April, 2017

From

A.K.K. Meena, IAS
Special Secretary to Government.

To

All Department of Government/
All Heads of Department./
All collectors.

Sub- Submission of Property Statement by Government Servants(Gazetted and Non-Gazetted)- Instructions regarding.

As per principles outlined under Rule-21 of the Odisha Government Servants' Conduct Rules,1959, and time to time instructions issued in G.A. Department circulars ending with No.3244/Gen dated 06.02.2016, every Government Servant is required to make a true and complete declaration of all his assets, movable and immovable, and the value thereof as on the 31st March every year in the form given in Appendix-A on or before 31st July of that year.

It is now decided by the Government to introduce the facility of **online declaration of the assets** by Government Servants as a substitute to the existing procedure of submission of the same in sealed cover. For this purpose the online software has been developed in the HRMS.

It is, therefore, brought to the notice of all concerned that the property statement for the ensuing period **01.04.2016 to 31.3.2017** may be furnished **online using HRMS** in due time without fail. However, in cases where there is genuine difficulties, the employees may submit the property statement return in hard copies for this year only indicating the reasons in the prescribed format in sealed cover to the respective authorities in due time. The declaration of assets by Government servants for the subsequent years shall be filed online through HRMS.

This may be brought to the notice of all subordinate offices under their control for strict compliance.


Special Secretary to Government

Memo No. 7203 / Gen., Dated. 5th April, 2017

Copy forwarded to all Branches of G.A. Department / Guard file (10 copies)/
G.A. Department Library (10 copies) for information and necessary action.

G. A. D.
7203
5-4-17

Additional Secretary to Government

Memo No. 7204 / Gen., Dated. 5th April, 2017

Copy forwarded to the Head of Portal Group, I.T Centre, Secretariat with a
request to post this Letter in the website of G.A. Department for general information.

G. A. D.
7204
5-4-17

Additional Secretary to Government