
Sub:- T.S.-Irrigation & CAD Department-Annual Property Returns of AE/AEE's and below cadres including circle scale establishment -Reiteration of Government Instructions -Reg.


According to sub-rule (7) of rule 9 of T.S.C.S.(Conduct) Rules, 1964, every Government Employee, other than a member of the T.S.L.G.S. and a R.A. in the T.S.G.S.S., shall on first appointment to the Government services shall submit a statement of all immovable property, irrespective of its value and movable properties whose value exceeds Rs.1,00,000/- owned, acquired or inherited by him or held by him on lease or mortgage either in his own name or in the name of any one member of his family, in the forms prescribed in Annexure-I (for immovable properties) and Annexure-II (for Movable properties) separately. He shall also submit the APR’s every year ending with 31st December, before 15th January or succeeding year to the Head of the Department through proper channel.

The Government employees whose posts are the first level Gazzetted posts which have been organized into Zonal/Multi Zonal cadres in pursuance of the provisions of the Presidential order are supposed to furnish their APR’s to the Regional Officers having Jurisdiction over the respective Zones/Multi Zones in respect of the relevant local cadres where regional set-up exists, or the office next below the Head of the Department in the office of the Head of the Department where no regional set-up exists.

At present the Engineer-in-Chief (AW) being the Head of the department deals with recording of APR’s and according permissions to acquire/dispose properties in respect of the employees in this Department.

In the light of the provisions contained in the presidential orders as stated supra, the powers to record the APR’s in respect of the AEE/EA and below cadres including circle scale establishment are hereby delegated to the respective ENC’s/CE’s/SE’s where they are working.

In connection with the processing the APR’s the following guide lines are framed:-

1) The Dy.SE of respective circle office and the DCE of the respective CE office will function as the officer in charge of the APR’s in respect of AEE/AE’s and below cadres including circle scale establishment.

2) All the AEE/AE’s and below cadres including circle scale establishment are directed to furnish their APR returns regularly for that calendar year ending with 31st December by 15th Jan of the succeeding year in person directly to their concerned Dy.CE/Dy.SE in duplicate & obtain the acknowledgement.

3) All the AEE/AE’s and below cadres including circle scale establishment are directed to keep one copy of the APR’s so furnished to their respective Dy.CE/Dy.SE with them. In case of exigency and if they are required the AEE’s/AE’s should produce the same along with the acknowledgement.

4) All the Dy.CE’s/Dy.SE’s are hereby directed to issue an acknowledgement upon receipt of APR’s in respect of AEE/AE and below cadres including circle scale establishment cadre at the first instance and keep one copy of the APR’s with Dy.SE’s/Dy.CE’s in their personal custody and send the other copy to the concerned sections in their office.
5) All the Dy.CE/Dy.SE are also directed to maintain a register year wise duly entering the name, designation date on which the return received on one side of the register and on another side paste the copy of Acknowledgement issued to the respective AEE/AE and below cadres including circle scale establishment. Further the contra reference i.e., the file No. in which the APR’s are tagged and the number of pages shall also be mentioned in the register against the name.

6) All the Dy.CE/Dy.SE are also directed to furnish a report positively by end of January of every year both in soft & Hard copy duly mentioning the name of the AEE’s/AE’s and below cadres including circle scale establishment, whether they are submitted their APR’s or not.

7) If any AEE’s/AE’s and below cadres including circle scale establishment got transferred out side of the circle one copy of the APR’s should be forwarded to the new Circle/Unit duly relating other copy in their office.

8) If any AEE’s/AE’s got promotion as DEE or placed as in-charge DEE the personal file of the individual containing the APR’s shall be transmitted to the office of the Engineer-in-Chief(AW) where the APR’s of the DY.EE’s & Above cadres will be maintained duly keeping one copy of the record of APR’s pertaining to AEE/AE in their office.

9) Draft Article of charges in respect of the defaulters list i.e., AEE’s/AE’s and below cadres including circle scale establishment cadres may be furnished to this office including initiation of necessary disciplinary action as per CCA rules 1991.

All the Unit /Circle officers are directed to follow the above guidelines/ Rules and furnish the particulars as required.

Further, it is observed by the undersigned that, the above particulars from the concerned unit officers were not received in this office since 2014. Thus all the circle/unit officers are hereby requested to furnish the list of AEE’s/AE’s and below cadres including circle scale establishment who have submitted their APR’s and list of defaulters in respect of AEE’s/AE’s and below cadres including circle scale establishment both in soft & Hard copy from 2014 to 2016 to this office within (15) days positively.

All the Dy.CE/Dy.SE are also directed to furnish report in respect of APR’s positively, by end of January of every year both in soft & Hard copy duly mentioning the name of the AEE’s/AE’s and below cadres including circle scale establishment, whether they submitted their APR’s or not, including action taken report in the prescribed proforma appended to this circular. (Proforma enclosed)

This circular is available in the department website with prescribed Annexure.

Encl: 1) copy of reference cited.

2) Annexure

Sd/-22-11-2017, B.Nagendra Rao,
Engineer-in-Chief(Admn)

To
1. All Circle/Unit Officers for information and necessary action.
2. Copy to Dy.EE Computers to place in the Irrigation web site.
3. Copy to File.
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<th>Name of the Employee</th>
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<th>Status of submission of APR's (Submitted/Not Submitted)</th>
<th>Whether the individual name is listed in defaulter's list</th>
<th>Whether the Memo/Charges/Disciplinary action is taken or not (If Yes furnish detailS)</th>
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Sd/- 22-11-2017, B.Nagendra Rao
Engineer-in-Chief(AW)
Office of the Engineer-in-Chief (A.W.),
Irrgn & CAD Dept., Errum Manzil, Hyderabad.

Engineer-in-Chief (A.W.)


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ORDER:

According to sub-rule (7) of rule 9 of A.P.C.S. (conduct) Rules, 1964, every Government Employee, other than a member of the A.P. Last Grade service and a Record Assistant in the A.P. General subordinate services, shall on first appointment to the Government service shall submit a statement of all immovable property; irrespective of its value and movable properties whose value exceeds Rs.1,00,000/- owned, acquired or inherited by him or held by him on lease or mortgage either in his own name or in the name of any one member of his family, in the forms prescribed in Annexure-I (for immovable properties) and II (for movable properties) separately. He shall also submit the Annual Property Returns every year ending with 31st December, before 15th January of succeeding year to the Head of the Department through proper channel.

As per APCS (Conduct) Rules, (Posts which fall with in the purview of the Andhra Pradesh Public Employment (OLC & RDR) Order, 1975, (hereinafter referred to as Presidential Order) the Government employees whose posts are the First level Gazetted posts, which have been organized into Zonal / Multi Zonal cadres in pursuance of the provisions of the Presidential Order are supposed to furnish their APRs to the Regional Officers having Jurisdiction over the respective Zones / Multi Zones in respect of the relevant local cadres where regional set-up exists, or the office next below the Head of the Department in the office of the Head of the Department where no regional set-up exists.

At present the Engineer-in-Chief (Administration Wing) being the Head of the department deals with recording of Annual Property returns and according permissions to
acquire/dispose properties in respect of about 8000 employees of Irrigation & CAD Department.

In the light of the provisions contained in the presidential orders as stated supra, the powers to record the APRs in respect of the AEE/AE cadres are hereby delegated to the respective Superintending Engineers / Chief Engineers/Engineers-in- Chief where they are working.

In connection with the processing the APRs the following guide lines are framed

1. The Dy.SE of respective circle office and the DCE of the respective CE/ENC Office will function as the officer in charge of the APRs in respect of the AEE/AEs cadres.

2. All the AEE/AEs are directed to furnish their APR returns regularly for that calendar year ending with 31st December by 15th Jan of the succeeding year in person directly to their concerned DySE/DCE in duplicate & obtain the acknowledgement

3. Further all the AEE/AEs are directed to keep one copy of the APRs so furnished to their respective DySE/DCE with them. In case of exigency and if they are required the AEEs/AEs should produce the same along with the Acknowledgement

4. All the DySEs/DCEs are here by directed to issue an acknowledgement upon receipt of APRs in respect of AEE/AE cadre at the first instance and keep one copy of the APRs with DySEs/DCEs in their personal custody and send the other copy to the concerned sections in their office.

5. All the DySE/DCE are also directed to maintain a register year wise duly entering the name, designation date on which the return received on one side of the register and on another side paste the copy of the Acknowledgement issued to the respective AEE/AE. Further the contra reference i.e. the file No. in which the APRs are tagged and the number of pages shall also be mentioned in the register against the name.

6. All the DySE/DCE are also directed to furnish a report positively by end of January of every year both in soft & hard copy duly mentioning the name of the AEE/AE, Designation, whether they submitted their APRs or Not.

7. Similarly all the DDE's, EE's and SE's are directed to furnish their APRs in person directly to the EE.II (V) of this office and obtain the Acknowledgement in person.
8. If any AEE/AE got transferred out side of the Circle one copy of the APR’s should be forwarded to the new Circle/Unit duly retaining other copy in their office.

9. If any AEE/AE got promotion as DEE or placed as in-charge DEE the Personal file of the individual containing the APRs shall be transmitted to the office of the Engineer-in-Chief (Administration Wing) where the APRs of the Dy. E.E.s & above cadres will be maintained duly keeping one copy of the record of APRs pertaining to AEE / AE in their office.

10. Draft Article of Charges in respect of the defaulters i.e AEE/AE cadres may be furnished to this office for initiation of necessary disciplinary action as per CC&A Rules, 1991.

11. The proforma of acknowledgement, register of A.P.R’s are available in the irrigation Website along with this circular.

This circular is available in www.irrigation.ap.gov.in

Sd/- L. Narayan Reddy, Dt.16.01.2012
Engineer-in-Chief(AW)

To

1. All The SEs
2. Copy to all the Engineers-in-Chief, Chief Engineers with a request to communicate the above orders to all unit offices under their control and necessary directions may also be issued to the Assistant Engineers / Assistant Executive Engineers working under their control for submission of APRs in future.
3. Copy submitted to the Principal Secretary to Government for favour of information.

Sd/- L. Narayan Reddy, Dt.16.01.2012
Engineer-in-Chief(AW)