

Memo No.Rc/ENC/I2/07126/ 19-A

Dated: 23 .02.2019

- Read:-** 1) T.O.Proc.No. Rc/ENC/P2/07126/06 Dt: 16-01-2012.
2) Circular Memo No.Rc/ENC/I2/07126 Dated: 22 .11.2017

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

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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.

All the Unit /Circle officers are directed to follow the guidelines/ Rules issued in this office reference 1st & 2nd cited. Powers to record the APR's in respect of the AEE/AE and below cadres including circle scale establishment are 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 Deputy Superintending Engineer of respective circle office and the Deputy Chief Engineer of the respective unit offices 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's 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 acknowledged.
- 4) All the Deputy Chief Engineer / Deputy Superintending Engineer are also directed that furnish a report positively by end of January of every year both in soft & Hard copy duly listing the names of the employees submitted APR's i.e., AEE's/AE's and below cadres including circle scale establishment, and the list of defaulters including action taken report to this office as per CCA Rules 1991.and as per the proforma enclosed as Annexure".

