



GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION (SECTT-GAZETTED CELL) DEPARTMENT
DISPUR::GUWAHATI - 6

No. GA(SAE) 740299/7

Dated: Dispur, 05-01-2026

To : All Gazetted Officers of Assam Secretariat Service
Sub : Submission of Annual Property Returns for the year 2025
Ref : OM No. AAP.237/2013/33 dtd 05.02.2014

Sir/Madam,

Attention is hereby invited to the rules illustrated in the OM under reference, read with Rule 11 of the Assam Civil Services (conduct) Rules, 1965, whereby you are required to submit your Annual Property Return Statement which includes both Movable Property Return (MPR) Statement and Immovable Property (IPR) Statement as on 31st December of every year regularly latest by 31st January of the following year.

However, it has come to the notice of Authority that these instructions have not been followed in its true essence which has become a matter of concern. Whereas, cases have also arose where officials tend not to submit their APRs annually, on time .

It is, therefore, directed to all concerned to submit Annual Property Return statements within the stipulated time, failing which disciplinary action will be initiated against the defaulting officer along with the other consequent effects like debarring from promotion etc. as enumerated in the said OM .

Yours' faithfully, Digitally signed by
M S MANIVANNAN
Date: 05-01-2026
10:18:50

Commissioner & Secretary to the Govt. of Assam,
General Administration Department,
Dispur, Guwahati - 6

No. GA(SAE) 740299/7-A

Dated: Dispur, 05-01-2026

Copy to:-

1. Staff Officer to Chief Secretary, Assam for kind appraisal of Chief Secretary

By order etc.
Digitally signed by
NIBEDITA GOSWAMI
Date: 05-01-2026
11:43:01
Joint Secretary to the Govt. of Assam
General Administration Department

NO. AAP 237/2013/33
GOVERNMENT OF ASSAM
DEPARTMENT OF PERSONNEL (PERSONNEL: A)
ASSAM SECRETARIAT (CIVIL) DISPUR
GUWAHATI: 781006

Dated Dispur, the 5th February, 2014.

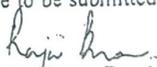
OFFICE MEMORANDUM

Sub : Submission of Annual Property Return statement by Class-I officers of Government of Assam.

Instances have come to the notice of the Government that Government servants sometimes do not submit Immovable Property Returns to their respective Appointing Authorities. The rule 11(1)(a) of the Assam Civil Services (Conduct) Rules, 1965 has specified that every Government servant is to submit return of Immovable Property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his name or in the name of any member of his family or in the name of any other person at such intervals as may be specified by the Government.

- II) It has been therefore decided that all officers of Government of Assam shall submit their Annual Property Returns in two separate formats viz. Immovable Property Return (IPR) and another for Movable Property Return (MPR) henceforth regularly latest by 31st January every year to their respective Appointing authority or Disciplinary authority. (Copies of the two formats are enclosed in annexure I and II respectively).
- III) It has also been decided that officers of Government of Assam who do not submit the Annual Property Return statements in time would be denied vigilance clearance and will not be considered for promotion, empanelment for senior level posts under the Government, deputation to foreign services, permission for foreign tour, permission for availing bank loan and NOC for obtaining Indian Passport.
- IV) It is also reiterated that non submission of Annual Property Return statements will be recorded against the column "Integrity" in the ACR besides initiating disciplinary action against the officer concerned for violating provision of the Assam Civil Services (Conduct) Rules, 1965.
- V) The Immovable Property Returns submitted by class-I officers of Government of Assam will be placed in the public domain/ Government website of respective Administrative Department.

All Administrative Departments and Heads of Departments are requested to bring these instructions to the notice of all officers under their control and ensure that these are strictly followed with immediate effect, i.e. beginning with the IPRs and MPRs due to be submitted in respect of the calendar year 2013.


(Rajiv Kumar Bora)

Principal Secretary to the Govt. of Assam
Personnel (A), etc Departments

Memo No. AAP 237/2013/33-A

Dated Dispur, the 5th February, 2014.

Copy to:

- 1) All Additional Chief Secretaries.
- 2) All Principal Secretaries/ Commissioner & Secretaries of all Administrative Departments
- 3) All Commissioner of Divisions/ All Deputy Commissioners/ SDO (C)
- 4) All Heads of the Department.
- 5) P. S. to Hon'ble Chief Minister for kind information of Hon'ble Chief Minister.
- 6) S.O. to Chief Secretary for kind information of the Chief Secretary, Assam
- 7) Managing Director, Assam Electronics Development Corporation Ltd. (AMTRON), Industrial Estate, Bamunimaidam, Guwahati - 781021 with a request to upload the IPR of all Class-I officers of Government of Assam, in Assam Online Portal, department wise in consultation with all the Administrative departments of Govt. of Assam.