

**GOVERNMENT OF JAMMU AND KASHMIR**  
**FINANCE DEPARTMENT**  
**DIRECTORATE GENERAL OF ACCOUNTS & TREASURIES, J&K, JAMMU**

Subject: Submission of Annual Property Returns and Annual Performance Reports.

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

It is incumbent on the part of every public servant to submit Annual Property Return of the assets held by him/her and his/her family members in the month of January every year and state the reasons for increase, if any, in the assets and source thereof in the prescribed form as laid down in the Jammu & Kashmir Public Men and Public Servants, Declaration of Assets and other Provisions Act, 1983, amended from time to time. But it has been noticed that despite clear cut instructions laid down in the relevant Rules, very poor response is shown by the Govt. employees in filing their Annual Property Returns by the stipulated time. Besides initiation of Annual Performance Reports of Govt. employees, their review and acceptance by the concerned Authorities is also mandatory under standing rules but the same are got initiated, reviewed and accepted by the concerned Authorities generally at the time of promotions only which is total violation of the prescribed procedures laid down for the purpose.

In order to ensure strict adherence and compliance of the rules and procedures laid down for submission of Annual Property Returns/Annual Performance Reports to the prescribed Authorities, it is enjoined upon all the members of the J&K Accounts (Gazetted) Service, Kashmir Subordinate Accounts Service and other employees of Accounts & Treasuries Organization to submit their Annual Property Returns, 2014 by or before 31<sup>st</sup> January, 2015 and Annual Performance Reports for the year 2014-15 by 30<sup>th</sup> April, 2015 to the office of the Director General, Accounts & Treasuries, J&K positively failing which administrative action as warranted under rules shall be initiated without

any further correspondence on the subject. However, the members of Kashmir Subordinate Accounts Service Class-II & III (Accountants and Accounts Assistants) and other Non-Gazetted employees of Accounts & Treasuries Organization, posted in Non-moving offices, shall submit their Annual Property Returns and Annual Performance Reports to the Director, Accounts & Treasuries, Jammu/Kashmir by or before the above specified dates without any fail.

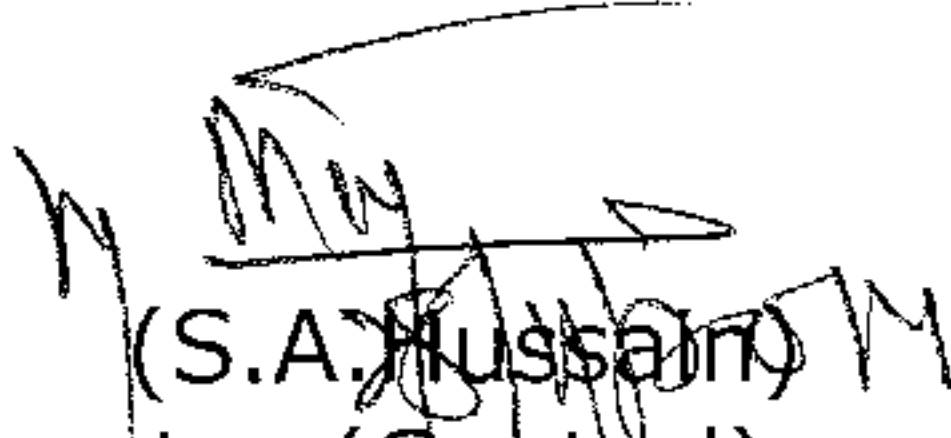
Sd/-  
**(Altaf Hassan Mirza)**  
Director General,  
Accounts & Treasuries,  
Finance Department

No DGAT/General/2014-15/103 Dated: 28.11.2014

Copy for information and necessary action to the:-

1. Director, Accounts & Treasuries, Jammu/ Kashmir.
2. Shri/Smt. \_\_\_\_\_

3. I/C Website for uploading the Circular instructions on the official website.

  
(S.A. Hussain)  
Deputy Director (Central),  
Accounts & Treasuries,  
Finance Department

28/11/14  
28/11