



By E-Mail

**Odisha Police,  
State Headquarters,  
Odisha, Cuttack**

No. 4302 /OP  
OPN-19-2012

Dtd. **17** .09.2016

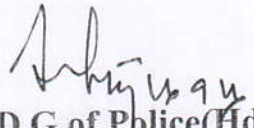
To

All Heads of Police District/ Establishments.

Sub:- Submission of property statement by Govt. servants (Gazetted & Non-Gazetted).

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The Desk Officer of Home Department who is dealing with the matters relating to annual property returns of OPS/OAPS and Class-I officers of Police Department has observed that the aforesaid officers of Police Department are not submitting their property returns in accordance with the guidelines/ instructions issued in Home Department letter No.25146/OE dt.29.6.2004, 11742/Gen dt.13.5.2015 and 3244/GA dt.6.2.2016 which were in due course circulated in S.P.Hdqs. Memo No.2791/OP dt.15.7.2004, No.23127/Min dt.6.6.2015 and No. 797/OP dt.23.2.2016 respectively. In view of the above fact, aforesaid guideline/ instructions and letter/ memos are being uploaded in Police web-site "[www.odishapolice.gov.in](http://www.odishapolice.gov.in)". The same may please be downloaded and circulated among all Govt. Servants working under your administrative control with instruction to submit their property returns in time accordingly.

  
**Addl.D.G of Police(Hdqs.)  
Odisha, Cuttack**

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19/6/04  
CONFIDENTIAL

Government of Orissa  
Home Department

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OFFICE ORDER

No. 25146 / Bhubaneswar, dated, the 29<sup>th</sup> June, 2004.

OE-11-34/04

Sub:- Custody and monitoring of submission of property statement in Home Department.

According to Rule 21 (4) of Orissa Government Servant Conduct Rules, 1949, every Government servant is required to make a true and complete declaration before the end of January at the interval of every three years of all his assets movable or immovable, and the value thereof as on the 31<sup>st</sup> December of the previous year in the form given in Appendix - A of the Rules ibid. The declaration shall be written by the Officer in his own hand and submitted in a sealed cover to the appointing authority.

2. The detailed instructions for the custody and monitoring of submission of the property statements, accordingly, in respect of officers, whose appointing authority is Home Department, are given here. These instructions have to be followed particularly by the Confidential Section.

3. Home Department is the appointing authority in respect of following cadres and these cadres are assigned codes as given below.

<u>Sl. No.</u>	<u>Name of Cadre/ Service.</u>	<u>Code.</u>
1.	Police	POL
2.	Fire Service	FS
3.	Judicial Service	JDLS
4.	Jail Service	JLS
5.	Orissa Secretariat Service	OSS
6.	Prosecutor Service	PRTS
7.	Common Cadres (Assistants)	CC(A)
8.	Common Cadres (Typist)	CC(T)
9.	P. S. / P. A. / Steno	STENO
10.	Group 'D'	HOME
11.	Others	OTHR

( Contd...P/2 )

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4. All the sealed covers containing property statements received shall be preserved with Confidential Section separately for each of the cadre/ services mentioned above. The persons shall be advised to submit their property statements in the sealed envelopes of the size of 10" X 6" duly forwarded by a covering letter. The covering letters shall be preserved in the files.

5. The sealed envelopes shall contain the name, designation of the officer, the period covered by the property statement and his dated signature. Wherever it is not, the sealed covers shall be returned to the sender requesting him to mention this information boldly on the face of the envelope.

6. The envelopes, containing property statement, received shall be immediately signed across each of the pasted folds by the Section Officer in charge of Confidential Section and he will also write on it the date of its receipt in Home Department. He shall also put his seal below his all the signatures. This is necessary, so that the sealed envelopes can not be opened and manipulated by replacement or otherwise at a later stage.

7. The Section Officer, in charge of Confidential Section, shall also send the acknowledgement of the receipt of property statement under his seal and signature. The signatures on the envelope and on the acknowledgement letter shall be identical.

8. A hard leather bound register shall be opened for each of the cadres mentioned in para-3 above. Where the likely incumbents in case of some of the cadres are less, a single hard bound leather register may contain the details of more than one of the cadres mentioned above. In such cases, there shall be an index at the beginning of the register indicating the allotment of pages to each of such cadres in that register. Needless to say that the pages in these registers shall be numbered and a page certificate shall be given. It shall be maintained neat and clean with no over writing. The quality of paper of the register shall be of a very high order, so that it will last for 15 to 20 years. Each of these registers shall be titled and ruled as mentioned below.



✓ 17/8/17

PROPERTY STATEMENT REGISTER FOR THE CADRE OF.....

Sl. No. Gradation number in the gradation list published ( giving year number and date of such publication ).	Name of person. Date of superannuation. Location ( code ) of Statements.	Details of the period of property statement received ( mention in each column, one below the other, the period, date of receipt and dated signature of Under Secretary in-charge of Confidential Section).									
(1)	(2)	(3)									

9. Instructions for writing of this register are given in Annexure - I.
10. On receipt of sealed envelope and after the acknowledgement has been issued, it shall pass into the custody of the concerned Dealing Assistants. A regular office order shall be issued designating by name the Assistants in charge of custody of property statements of various services.
11. The concerned Dealing Assistant, on receipt of sealed envelopes containing property statement, shall enter the details of these envelopes in the corresponding Property Statement Registers mentioned above and in the manner described in Annexure - I. The Dealing Assistant shall endorse the sealed envelopes in red ink with the code of the Service/ Cadre ( mentioned in Para -3 above ) and the serial number at which its details are entered in the concerned Property Statement Register for its immediate identification. He shall place the Register, as well as, this envelope for the signatures of the Under Secretary in charge of Confidential Section. The Under Secretary shall sign the sealed envelope at least at two places across its folds and also put his seal. He will also put his full dated signature in the Register at the appropriate place. He will also check that instructions contained here have been followed up.



12. No almirah shall be provided for keeping the property statements. They shall be kept in a particular manner described subsequently in the blocks of slotted angle racks. A blocks of the slotted angle racks will be provided unique location codes. This location code the property statement too shall be entered in Col.2 of the Property Statement Register above. This entry will be done by the Dealing Assistant. The details for assigning the code are given in para-16 below.

13. All the property statements of a person, received from time to time, shall be bound with a strong thread on all the four sides and the knot shall be paper-sealed. It has to be ensured that without destroying the paper-seal, the envelopes can not be taken out of the bundle. The paper-seal is nothing but a small rectangular piece of paper on which the Section Officer will put his full dated signature, the cadre/service code and the serial number concerned of the Property Statement Register. This will be pasted on the knot referred above such that the knot can not be opened without destroying the paper seal. This means that the tied bundle of property statement can not be opened by a person other than the same Section Officer without being detected. Unauthorized destruction of paper seal on the tied bundle of the property statement shall be promptly brought to the notice of Section Officer and Under Secretary in charge of Confidential Section by the concerned Dealing Assistant. The bundle of property statements tied with the thread and paper-sealed shall not be opened and the paper-seal shall be destroyed unless a new set of property statement has been received (and is required to be kept in that bundle) or the orders of higher authorities have been obtained in the file for opening it. The integrity of paper seal shall be checked every time it is destroyed for opening the bundle. The new paper seal will again be pasted on the knot of the thread every time the property statements are tied again together.

14. The envelopes containing property statements shall be tied so hard, but without damaging the envelope, such that it shall not be possible to take out any of the envelopes without damaging either the paper seal or the envelope itself.

15. The slotted angle racks shall be installed in a room. The entry of unauthorized persons in the room shall be prohibited. A notice to this effect shall be pasted conspicuously on the doors of the room. No Dealing Assistant or others shall facilitate at any time the entry of unauthorized persons in this room.



16. Each block of slotted angle racks shall be numbered 1, 2, 3,...... These numbers, written on a thick white paper, shall be pasted, accordingly, at the bottom of each block of the rack for ready identification. This block number shall be known as the location code referred above.
17. Each block of the rack shall contain the property statements of about 150 persons to begin with. The cadres/services referred to in para- 3 above shall be assigned to a block of the rack and property statements of all the persons of that cadre/service shall be kept in string-tied bundles in that block only.
18. The Property Statement Register shall be a secret document. It will not be shown to unauthorized persons. All the persons having opportunity to see the Property Statement Registers shall give a written undertaking that they shall not disclose any of its contents to others. The location code shall also be a secret information and shall not be disclosed to unauthorized persons. In fact, this information should be available to concerned Assistants on 'need to know' basis. If a Dealing Assistant is not dealing with the property statement of a cadre, he has no business to know the location code of property statement of that cadre.
19. Allocation of space in the blocks shall be done intelligently. In case a block contains the property statements of more than one cadre/ service, the sufficient space shall be kept in the block for future accretion of property statements of that service/ cadre. A span of 15 to 20 years shall be taken into consideration for this purpose.
20. Within a block or within a space allocated to a service/ cadre the property statements shall be kept one over the other up to the ceiling of the block in the order in which their names appear in the Property Statement Register. The remaining allotted block space shall be left open/ unoccupied for future use.
21. The location code shall not be mentioned on the sealed envelopes containing property statements. The help of the Property Statement Register shall be taken for finding the location, where a sealed envelope should be kept.



22. All the sealed envelopes, containing property statements, already available in the office shall be similarly entered in the Property Statement Registers as in the case of the property statements to be received in future. However, the envelopes shall not be returned to persons concerned for asking them to do something. In such cases, everything shall be done in house.
23. If a person has left the cadre/ service, for any reason whatsoever, the Property Statement Register shall be endorsed suitably against his name under the signature of Under Secretary in charge of Confidential Section. Similar endorsements shall be made, if he resigns, dismissed, compulsory retired, dies or otherwise relieved. It shall be the responsibility of the Dealing Assistant to endorse the register and obtain the signatures of the Under Secretary in charge through the Section Officer. Promotion of a person from a lower to higher post in the same ladder shall not be treated as relief from that service/ cadre.
24. If a person is selected to some other service and he is relieved and no longer belongs to that cadre/ service, but he remains within the Government of Orissa, his all the property statements shall be sent to his new Appointing Authority and the register of Property Statement shall be endorsed, accordingly, with the letter number and date. All the endorsements shall be signed by the Under Secretary in-charge.
25. { The property statements shall be retained for four years after the retirement/ superannuation of the persons and they shall be destroyed by burning in the presence of Under Secretary in-charge, provided there is no disciplinary proceedings or vigilance case or criminal cases pending against him or is under contemplation. Prior orders of Home Secretary shall be obtained for destruction. After the destruction, the serial number of the concerned person and the location code shall be circled in red ink in the Property Statement Register. This will be an indication that the property statement has either been destroyed or forwarded to the new Appointing Authority.
26. The property statement shall not be opened without obtaining the orders of Home Secretary in the file.



27. In case of vigilance requisitions received for consulting the property statement, the orders of Home Secretary shall be sought and action, accordingly, shall be taken. After opening the property statements and having done with the required consultation/ perusal, those shall be sealed again afresh similarly in the envelopes containing the identical endorsement of the earlier envelopes except the signature of the person concerned. The earlier envelopes shall not be destroyed and shall be retained inside the fresh envelopes.

28. A record of opening and re-sealing of property statements shall be kept in a register titled and having the ruled columns as below.

**REGISTER FOR OPENING OF SEALED PROPERTY STATEMENTS AND  
FOR RE-SEALING THEM.**

Sl. No.	Name of person. Identification code. Serial number of the property statement register.	Reasons for opening.	Signature of officer ordering the opening.	Date of opening. The years for which opened.	Date of re-sealing and full dated signature of Under Secretary in-charge.
1	2	3	4	5	6

29. There shall be only one register for keeping record of opening and re-sealing of property statements of all the cadres.

30. Before ordering opening, the Home Secretary will verify the sealed envelope and satisfy himself that those have not been tampered with or replaced or changed. That the signatures of Under Secretary on envelopes are intact and tally with those in the register of Property Statement.

31. Once opened, the property statements shall be sealed again at the earliest opportunity. The envelope shall contain the same endorsements as mentioned in para 5 above except the signatures of the person. The fact of re-sealing the property statements shall also be recorded in the next available blank sub-column against the name of the concerned persons in the Property Statement Register. This will be signed by the Under Secretary in-charge. He and the Section Officer shall also sign the new sealed envelop across the folds and put their seals as well just as mentioned in para - 6 and 11 above. The bundle shall again be paper-sealed just as mentioned in para - 13 above. The envelope shall not only be endorsed, inter-alia, with the serial number of the concerned Property Statement Register but also with that of the Register "For opening of Sealed Property Statement and Resealing them."



32. The sealed envelopes shall not be taken out from their location or from the room unless required and orders, accordingly, have been obtained from the Home Secretary.

33. If the sealed envelopes are required to be handed over to Vigilance or Police or some other authorities, they must make a written request attesting the signatures of the person authorized by them to receive the sealed property statements. The orders of the Home Secretary in file shall be sought. Action shall be taken, accordingly. In case it is ordered to handover the sealed property statement, those shall be handed over to the authorized person on receipt and the receipt shall be obtained in the property statement register itself in the next blank space available against the name of the person. On return of those property statements the acknowledgement shall be issued under the signature of Section Officer just as in the case of sending acknowledgement to the persons concerned as described in para - 7 above. The same procedure as described in para - 11 above shall be followed for endorsing the fact of receipt of the returned property statements in the next available space against the name of the person in the Property Statement Register. This endorsement shall be signed by the Under Secretary in-charge.

34. In case the property statements are not returned in the original sealed cover they shall be verified by the Section Officer. The acknowledgement shall be issued accordingly. They shall be sealed again and the procedure described in para 31 shall be followed.

By order of Principal Secretary

**B. Kanungo**

Under Secretary to Government.

CONFIDENTIAL

Memo No.

25147

Bhubaneswar, dated, the 29<sup>th</sup> June, 2004.

Copy forwarded to the D. G. & I. G. of Police, Orissa, Cuttack/ D.G., Fire Services and C.G., Home Guards, Orissa, Cuttack/ Director, Public Prosecution, Orissa, Bhubaneswar/ Registrar, Orissa High Court, Cuttack/ I. G. of Prisons, Orissa, Bhubaneswar/ C.M.D., Orissa State Police Housing & Welfare Corporation, Bhubaneswar/ Secretary, R.S.B., Orissa Bhubaneswar/ Director Intelligence, Orissa, Cuttack/ Resident Commissioner, New Delhi/ Deputy Secretary to Government, Home (Confidential) Department/ Manager, State Guest House, Bhubaneswar.

They are requested to follow the instructions and procedure contained in the Office Order scrupulously. Further, they are requested to send the property statement required to be preserved in Home Department to the Deputy Secretary to Government, Home (Confidential) Department for necessary action at their end.

Dy. Secy to Govt  
Home (Confidential)

Bm  
29/6/04  
Under Secretary to Government.



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Memo No.


et. Unburesewar the.

27-1-05

Copy forwarded to Home (C. I.) Department/Home (C. I. -f)

Department/Home (C. I. -f) Department for information and immediate necessary action.

They are requested to follow the instructions and procedures contained in the Office Order No. 5146 dt. 23.6.04 scrupulously and to ensure early submission of property statements by different employees under their administrative control, to Home (Confidential) Department for maintenance of the same.

  
27.01.05  
Principal Secretary to Government



ANNEXURE - I

( To Order No. 25746 dated 27/4/09 of Home Department, Government of Orissa )

INSTRUCTIONS FOR WRITING OF PROPERTY STATEMENT REGISTERS.

The Property Statement Register shall be written for a service/ cadre in the same order in which the names of the members of that service/ cadre have been arranged in the draft gradation lists published recently. For example in case of the O.S.S. Cadre, the Property Statement Register shall be written beginning from the senior most Additional Secretary of the published gradation list followed with those for the Joint Secretary, Deputy Secretary, Under Secretary, Section Officer, Level - I, Section Officer, Level - II, Senior Assistant, Junior Assistant in that order. In case of lateral entries, the names of persons shall be written below the names of the last Junior Assistant and so on. If it is found subsequently that the name of a person has been omitted from the draft published list, his details shall be entered after the last person in that ladder of service/ cadres.

2. COL. NO.1 : Not only write here the running serial number but also the gradation number of the person in the published gradation list and the office order number and date of such publication, in order to avoid any confusion in future.
3. COL. NO.2 : Write here the name of person and his date of superannuation. Also mention the location code of the property statement bundle. All the property statements of a person shall be kept in a bundle at one place.
4. All the required endorsements in the Register shall be made by the concerned Dealing Assistants. However, all these entries shall be verified by the Under Secretary in-charge of Confidential Section and shall be authenticated under his full dated signatures. Initials shall not be used. The sub-columns of column No.3 of the Registers shall be used for such successive endorsements. The width of each sub-column shall be one inch.
5. It shall not be necessary to use the available space for writing the details of property statements for every three years. In case of available sealed property statements, the details of the years of all can be written in one sub-column only.

( Contd...P/10 )



6. The Property Statement Register format shall be ruled on both the sides of the open register. Apart from column 1 and 2, it will have at least 10 sub-columns of the 3rd column. Each sub-column should be written, as and when required, with the period of property statement, date of its receipt and then the full dated signatures one below the other. In case of the property statements already received and available, there shall be no need to write the dates of receipt. Simply write here 'already available' to distinguish them from those to be received later. The register shall be maintained neat and clean without any overwriting. Cuttings shall be avoided and shall be initialed.

7. Each page of the register shall have the headings of the columns written. No flaps shall be pasted in the register for identification of the headings of the columns and sub-columns.

8. Three ruled horizontal lines shall be allowed for each entry in this register. To maintain this register neatly, one ruled line immediately above and another immediately below an entry shall be kept blank.

\* \* \* \* \*

Confidential Sec

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22 MAY 2015  
GAD-SC-GCS-0128-2014.11742/Gen.

NOTIFICATION  
Bhubaneswar, the 13<sup>th</sup> May, 2015

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Odisha is pleased to make the following rules further to amend the Odisha Government Servants' Conduct Rules, 1959, namely:-

1. (1) These rules may be called the Odisha Government Servants' Conduct (Amendment) Rules, 2015.

(2) They shall come into force on the date of their publication in the Odisha Gazette.

2. In the Odisha Government Servants' Conduct Rules, 1959 in rule 21, -  
(i) for sub-rule (3) the following sub-rule shall be substituted, namely:-

"(3) Where a Government servant enters into a transaction in respect of movable property either in his own name or in the name of any member of his family, he shall forthwith report such transaction to the prescribed authority referred to in sub-rule (1), if the value of such property exceeds two months' basic pay of the Government servant or as may be decided by the Government from time to time by order published to this effect in the Odisha Gazette." and

(ii) for sub-rule (4) the following sub-rule shall be substituted, namely:-

"(4) 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 31<sup>st</sup> March every year in the Form given in Appendix-A on or before the 31<sup>st</sup> July of that year. The declaration shall contain detailed particulars of the officer's assets and must include and specify the assets which are held by him or in the name of his wife, children, and other dependents or beneficiaries. The declaration shall be written by the officer in his own hand and submitted in a sealed cover to the authority as directed by the Government and such authority shall be responsible for its careful

ANNEXURE-A

preservation. It shall be obligatory on the part of the Government Servants to submit the declarations every year and in the event of their failure to do so in time they shall be liable to disciplinary action. An officer making a declaration found to be materially incomplete, misleading or false shall be liable for disciplinary action in a major penalty proceeding under the provisions of respective disciplinary Rules.

By order of the Governor  
Principal Secretary to Government

Memo No. 11744/Gen. Dated. 13.05.2015

Copy forwarded to all Departments of Government/ all Heads of Departments/ all Collectors/ Registrar, Odisha High Court/ Registrar, Odisha Administrative Tribunal, Bhubaneswar/ Special Secretary, Odisha Public Service Commission, Cuttack/ Secretary, Odisha Staff Selection Commission, Bhubaneswar/Secretary, Odisha Sub-ordinate Staff Selection Commission, Bhubaneswar for information and necessary action.

Joint Secretary to Government

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ODISHA POLICE,  
STATE HEADQUARTERS, CUTTACK.

Memo No. 11744/Gen. Dated. 13.05.2015

Copy forwarded to All Heads of Police Establishments, Odisha including Vigilance, Home Guards and Fire Service for information and necessary action.

Kanhu/6.6.

A.I.G. of Police (Hdqs.),  
Odisha, Cuttack.

Copy to all Sectional Heads of State Police Hdqs., Cuttack for information and necessary action.



No. 3244  
GAD-SC-GCS&I28-2014  
/Gen.  
Government of Odisha  
General Administration Department

Bhubaneswar, Dtd. the 6<sup>th</sup> February 2016

From

G.V.V. Samra, IAS  
Principal Secretary to Government

To  
All Department of Government  
All Heads of Department  
All collectors.

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

As per principles outlined under Rule-21 of the Odisha Government Servants' Conduct Rules, 1959, every Govt. Servant is required to submit property statement. In the meantime Sub rule-3 and 4 of Rule-21 of the said Rules have been modified vide Odisha Government Servants' Conduct (Amendment) Rules, 2015. According to the standing instructions submission of property statement was due the period ending 31.12.2014. In view of the modified principles inserted in the Conduct Rules, it is now required to furnish the property statement annually with reference to the financial year, rather than the calendar year. Similarly, the practice of submission once in three years is now substituted by annual returns.

It is, therefore, brought to the notice of all concerned that the property statement for the periods 1.1.2015 to 31.3.2015 and 1.4.2015 to 31.3.2016 shall become due as per the above stated modified Rules. It is therefore required that the same may be furnished in the enclosed format to the respective authorities in due time without fail.

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



Principal Secretary to Government

ODISHA POLICE  
STATE HEADQUARTERS  
CUTTACK.

Memo No. OPN-1-16(ii). 7997 /OP., Dtd. 23.02.2016.

Copy alongwith its enclosures is forwarded to all Heads of Police, dists./estts. including Vigilance and H.Gs. & F.S., for information and necessary action.

Addl.D.G. of Police (Hdqs.),  
Odisha, Cuttack.

O.D. No. 798/OP-2016  
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Copy to All A.I.s.G.P. of S.P. Hdqs./ All B.O.s/All P.S./All P.A.s/All Stenos/ All Sectional Heads/EO-II of S.P. Hdqs., for information and necessary action.

WWW.ODISHAPOLICE.NIC.IN  
Email - sphqrs.odpo@nic.in

Buxi Bazar, Cuttack-753001  
Tel./Fax No.0671-2304001

APPENDIX A

FORM

Name (in full) of Officer

Designation

Pay

A. Immovable Property

(1) Lands

Sl No.	Precise location	Area	Nature of land	Extent of interest	Value	In whose name (self, wife, child, dependant, other relation or benamidars) the asset is or was	Date and manner of acquisition or disposal	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(2) Houses

Sl. No.	Precise Location	Extent of interest	Value	In whose name (self, wife, child, dependant, other relation or benamidars) the asset is or was	Date and manner of acquisition or disposal	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)



12  
Immovable properties of other: description (including mortgages and such other rights)

Sl No.	Brief description	Extent of interest	Value	In whose name (self, wife, child, dependant, other relation or benamidar) the asset is or was	Date and manner of acquisition or disposal	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(1) Cash, Bank balance, Credit, Insurance Policies, Shares, Debentures etc

Sl No.	Description of Items	Value	In whose name (self, wife, child, dependant, other relation or benamidar) the asset is or was	Date and manner of acquisition or disposal	Loans that may have been given to or by	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(2) Other movable (including jewellery and other valuable, motor vehicle, refrigerators and other articles or materials of value exceeding two months basic pay for each item (Both Gazetted and Non-Gazetted Officers).

Sl No.	Description of Items	Value	In whose name (self, wife, child, dependant, other relation or benamidar) the asset is or was	Date and manner of acquisition or disposal	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Date..... Signature.....

Note (1) - The categories of assets noted in brackets in above heads are only illustrative and not meant to be exhaustive. In case of Jewellery and ornaments their total weight in totals and their cash value should be given in column 3 of Form B (2).

Note (2) - The filling the Form, endeavour should be made to provide Government with as complete a picture as possible of the Government servant's assets and no asset of appreciable value should be omitted by reason of any literal interpretation of the directions given.