

ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT

No.Ea/616(01)/2025-PD

Office of the Commissioner, PTD &
Ex-Officio VC&MD: APSRTC,
RTC House, PNBS, Vijayawada.

NOTIFICATION NO. PD-15/2025 DATED 05.05.2025

SUB: **ANNUAL PROPERTY RETURNS (APRs)** - Submission of Annual Property Returns by APPTD employees – Government's guidelines in the matter – Instructions to all Unit Officers – Regarding.

In terms of GO Ms No.50, 51 and 52 of TR&B Department dated 30/31.12.2019, all employees of APSRTC were absorbed into Government service as APPTD employees w.e.f., 01.01.2020. As per the proviso in Section 4 of Act No.36 to 2019, all the rules made by or under any law for the time being in force applicable to the State Government employees shall be applicable to the employees of APSRTC absorbed in to Government service by virtue of this Act. As such, all the rules applicable to State Government employees are equally applicable to APPTD employees from 01.01.2020.

The Government rule position regarding submission of **Annual Property Returns (APRs)** is furnished hereunder.

1. Rule 9 (7) of A.P. Civil Service (Conduct) Rules, 1964:

Every Government employee other than the member of the A.P. Last Grade Service and Record Assistant in the A.P. General Subordinate Service, shall on **first appointment** to the Government service submit to Government a Statement of

- i) all immovable property/properties **irrespective of its value**; and
- ii) movable property/properties whose value exceeds **Rs.1,00,000/-**

owned, acquired or inherited by him/her or held by him/her on lease or mortgage, either in his/her own name or in the name of any member of his/her family, in the FORMs prescribed in **Annexure-I** and **Annexure-II** separately.

Further, He/she shall also submit to Government before **15th January of each year**, through proper channel, a declaration in the FORMs given in **Annexure-I** and **Annexure-II** of all immovable properties and movable properties whose value exceeds **Rs.1,00,000/-** owned, acquired or inherited by him/her or held by him/her on lease or mortgage, either in his/her own name or in the name of any member of his/her family.

(Continued on page 2)

If in any year, a Government employee has not acquired or disposed of any immovable or movable property or any interest therein, he shall submit declarations to that effect.

2. Rule 9(8) of A.P. Civil Service (Conduct) Rules, 1964:

The Government or any authority empowered by them in this behalf may, at any time, by general or special order, require a Government employee to submit, within a specified period, a full and complete Statement of all immovable and movable properties of the specified value, being held or acquired by him her or by any member of the family.

3. Circular Memo No.8832/Ser.C/2003-1 dated 29.01.2003:

The Controlling Officers of concerned Departments were requested to ensure that every Government employee other than a member of the AP Last Grade Service and Record Assistant in the AP General Sub-ordinate Services, **invariably** submit their annual property statements returns **every year by 15th January**. It may be impressed on the employees that non-compliance of such instructions will attract disciplinary action.

4. Memo No.15486/Ser.C/2007 dated 30.07.2007:

Instructions were issued to list out the employees who have not furnished their Annual Property Returns in time, within a month after the last date for receiving such returns and proceed against such Officers as per A.P.C.S.(CCA) Rules, 1991 for violating APCS (Conduct) Rules, 1964.

5. Circular Memo No.76883/Ser.C/98, GAD dated 12.12.1998:

The Controlling Officers of concerned Departments were instructed to scrutinize thoroughly the property statements received from their subordinates, call for clarifications from the Government in case of doubts, ensure submission of returns by all concerned under their control, as such **scrutiny** would help to check corruption of the employees to some extent at the initial stage itself.

6. Circular Memo No.41977/Ser.C/A1/2009 dated 15.02.2010:

The instructions on submission of Annual Property Returns were re-iterated and all authorities concerned were requested to bring these instructions to the notice of all the employees working under their control and see that every employee adheres to the instructions.

(Continued on page 3)

7. G.O.Ms.No.580, G.A(Ser.C) Dept, dated 12.10.2011:

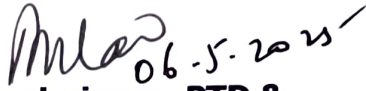
Amended format of Annual Confidential Report (**ACR**) was communicated wherein the clause "**Date of submission of Annual Property Returns**" was included. As such, it is evident that non-submission of APRs will have adverse impact on their ACRs as well.

8. Circular Memo No.6820/Ser.C/A/2012-1 dated 07.08.2012:

While reiterating the above instructions, it was once again directed to impress upon the employee that non-compliance of the said instructions is violation of A.P. Civil Services (Conduct) Rules, 1964. Any violation of the said rules amounts to misconduct and for such misconduct, disciplinary action will be initiated as per the procedure laid down in A.P. Civil Services (CC&A) Rules, 1991. If such misconduct is proved, the penalties specified under Rule 9 of the said rules will be imposed, due to which promotion to higher category will be stopped for the specified period. Further, if the employees do not submit their property returns in any year, the same will be indicated in their ACRs by the Reporting officers, apart from initiation of disciplinary proceedings against them by the disciplinary authorities.

Therefore, all the Depot Managers/Unit Officers are directed to bring the above Government instructions regarding submission of Annual Property Returns (APRs) to the notice of all employees working under your control and ensure strict compliance by every PTD employee.

Encl:1. Annexure-I
2. Annexure-II.


**Commissioner, PTD &
Ex-Officio VC&MD:APSRTC**

Copy to all Officers.

Annexure I

[G.O.Ms.No. 52, G.A. (SerC) Department. Dt. 4-2-1988]

**Statement of immovable property possessed, acquired and disposed of
by Sri/Smt.....or any other person on his/her behalf or by any
Member of his/her family for the year ending.....**

(Sub Rule (7) of Rule 9 of A.P.C.S. (Conduct) Rules, 1964)

Nature of Property	Situation of Property (Survey/Municipal Number with Extent)	Held in Whose Name	Date and Mode of Acquisition / disposal	Price paid/obtained	Source of Payment	Whether information given or sanctioned obtained with reference No. and date	Annual Income from Property
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1. House							
2. Flat							
3. Shop							
4. House Plot							
5. Agril. Land (dry or Wet)							
6 Any other immovable Property							

Note: Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer holds a claim or share should be separately shown in the Statement.

Station:

Date:

Signature of the Government Employee

Annexure II

[G.O.Ms.No. 52, G.A. (SerC) Department. Dt. 4-2-1988]

Statement of movable property possessed, acquired and disposed of by Sri/Smt.....or any other person on his/her behalf or by any Member of his/her Family for the year ending.....

(Sub Rule (7) of Rule 9 of A.P.C.S. (Conduct) Rules, 1964)

Nature of Property	Held in Whose Name	Date and Mode of Acquisition / disposal	Name & Address of person from whom acquired/to whom disposed of	Whether transaction done within the limits of jurisdiction	Price paid/obtained	Source of Payment
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Movable (whose value exceeds *[Rupees one lakh)

[Subs. GO.Ms.No. 528, GA (Ser-C) dt.19-8-2008]

Vehicle:

Motor Car.

Motor Cycle/Scooter

Any other Vehicle

Electrical Goods:

Air Conditioner

V.C.R./Television

Refrigerator

Any other goods

Jewellery

Ornaments

Vessels etc.

(Please Turn Over)

Investment & Cash:

Bank deposits

Debentures / Shares.

Bank balances, etc.

Furniture:

Livestocks :

Any other goods :

Note: Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer hold a claim or share should be separately shown in the Statement.

Station:

Date:

Signature of the Government Employee