

**Government of Jammu and Kashmir**  
**General Administration Department**  
(Vigilance) Civil Secretariat; Jammu/Srinagar

Subject: Final Notice for submission of Annual Property Returns by the J&K Government Employees on PRS Portal and instructions for Corporations/PSUs for filing their Annual Property Returns - regarding.

**Notification**

Vide Circular No. 56-JK(GAD) of 2021 dated 22.12.2021, detailed instructions were issued to all the employees to register themselves on the PRS Portal and subsequently file their Annual Property Returns for the year 2021 necessarily, on the portal from 1<sup>st</sup> of January, 2022 upto 31<sup>st</sup> of January, 2022. The submission of the returns was thus supposed to be closed on 31.01.2022, however, the last date for submission of Property Returns through online mode by the employees was extended upto 15.02.2022.

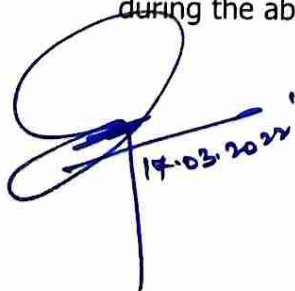
2. However, despite extension in the date of submission of Property Returns, it has been observed that various employees have failed to submit their property returns and have thus made a default in this mandatory process. It has also been observed that various employees have registered themselves on the portal but not submitted their Property Returns, thus they too have caused a default in submission of their details.

3. The failure/non-submission of the Property Returns by the Government employees invites a punitive action under the provisions of the Jammu and Kashmir Public Men and Public Servants Declaration of Assets Act and Rules made thereunder. Further, the defaulting employees shall be guilty of committing criminal misconduct under the Prevention of Corruption Act and shall be punishable under the said Act. Moreover, non-submission of the Property Returns will result in denial of the vigilance clearance of such employees.

4. The matter has again been considered in the General Administration Department and it has been decided that a last and final opportunity may be granted to these defaulting employees who have failed to submit their Property Returns within the stipulated timeline. Thereafter, no more opportunity shall be granted and action as mentioned above shall be initiated against the defaulters.

5. **Accordingly, the submission of Property Returns by the defaulting employees shall be allowed through online mode on the Property Returns System (PRS Portal) w.e.f 22.03.2022 to 28.03.2022.**

6. All those employees who had registered themselves on the portal but not submitted their Property Returns shall submit the same, besides, the unregistered employees shall get themselves registered on the Portal and subsequently submit their Property Returns, during the above stipulated period.

  
17-03-2022

## Instructions for Corporations/PSUs:-

7. The DDOs of Corporations/PSUs were directed to register the employees working under their establishment using 'DDO Registration' option on Property Returns Portal, using their existing DDO credentials, so that the employees get registered and are able to file their Annual Property Returns through PRS portal.

8. However, it has been observed that various Corporations/PSUs have not been able to get their employees registered on the Portal due to non-availability of either CPIS number or DDO code etc.

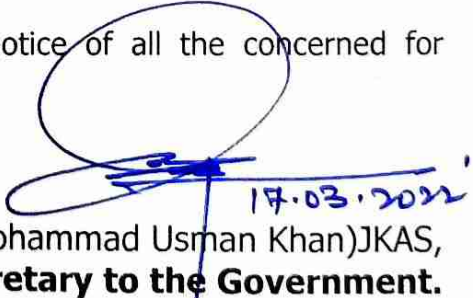
9. The matter has been considered and it has been decided that all such Corporations/PSUs, who have not been able to register on the Portal, shall be facilitated by the General Administration Department in getting their DDOs/Employees registered on the PRS Portal and subsequent filing of their Property Returns.

10. For facilitation, the Corporations/PSUs are advised to furnish the below details to General Administration Department:-

Name of the Corporation/PSU :- _____				
Administrative Department:- _____				
Name of the DDO	Name of the Office	Mobile Number	e-mail address	CPIS number/ DDO Code, if any.

11. The above details shall be sent on mail address - **gadvigadm123@gmail.com**. These details must reach GAD within two days, positively. After the details are received by the GAD, necessary instruction shall follow.

The above instructions are brought into the notice of all the concerned for compliance.

  
17.03.2022  
(Dr. Mohammad Usman Khan)JKAS,  
**Deputy Secretary to the Government.**

No. GAD-VIG0APR/4/2021-09-GAD

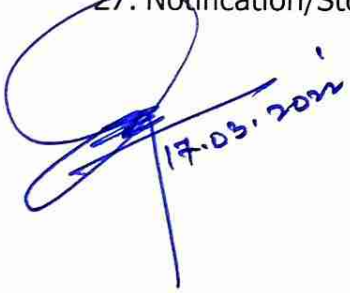
Dated: 17.03.2022

Copy to the:

1. Financial Commissioner (Additional Chief Secretary), Finance Department.
2. Financial Commissioner (Additional Chief Secretary), Home Department.
3. Financial Commissioner (Additional Chief Secretary), Health & Medical Education Department
4. Director General of Police, J&K.



5. Financial Commissioner, Revenue, J&K.
6. All Principal Secretaries to the Government.
7. Principal Resident Commissioner, J&K Government, New Delhi.
8. Principal Secretary to the Lieutenant Governor.
9. All Commissioner/Secretaries to the Government.
10. Chief Electoral Officer, J&K.
11. Director General, J&K IMPARD.
12. Director, Anti Corruption Bureau, J&K.
13. Divisional Commissioner, Kashmir/Jammu.
14. Chairperson, J&K Special Tribunal.
15. Director Information, J&K.
16. All Deputy Commissioners.
17. All Heads of Departments/Managing Directors/Secretary, Advisory Boards.
18. Secretary, J&K Public Service Commission/SSB/ BoPEE.
19. Director, Archives, Archaeology and Museums, J&K.
20. Secretary General, J&K Legislative Assembly.
21. Secretary, J&K Academy of Art, Culture & Languages.
22. General Manager, Government Press, Srinagar/Jammu.
23. Private Secretary to the Chief Secretary, J&K.
24. Private Secretary to Advisor (F) & (B) to the Lieutenant Governor.
25. Private Secretary to Principal Secretary to the Government, GAD.
26. I/c GAD Website.
27. Notification/Stock file.

  
17.03.2021