

**The Odisha State Police Housing & Welfare Corporation Ltd.  
Bhoinagar, Bhubaneswar-751022**

No. 2812/OPHWC

Dated 17.3.2018

To

All Officers/Staff (Regular)  
(All APMs of Division Offices through Joint Manager)  
OSPH&WC.

**Sub:- Submission of Property Statement for the year 2017-18  
(01.04.2017 to 31.03.2018).**

The prescribed format for submission of Property Statement for the year 2017-18 (01.04.2017 to 31.03.2018) is enclosed herewith to record all your assets movable and immovable and the value thereof as on 31<sup>st</sup> March 2018.

You are requested to comply with the above and submit Property Statement by the 1<sup>st</sup> week of April 2018 in the prescribed format without fail.

The Property Statement shall be written by the officer/employee in his/her own hand and submitted in a sealed envelope of size 10"x6" for the period from 01.04.2017 to 31.03.2018 with a forwarding letter addressed to the undersigned by enclosing the sealed envelope. The sealed envelope should contain the name, designation of the officer/employee and his/her dated signature superscribing "**Property Statement for the year 2017-18 (01.04.2017 to 31.03.2018)**".

If the Property Statement is not submitted according to the above instruction, the sealed envelope shall be returned to the sender requesting him/her to mention this information on the body of the envelope.

Henceforth Property Statement for the financial year 2018-19 and onwards should be submitted to this office by 1<sup>st</sup> of April of each year according to the above guidelines without waiting for a letter to be received from Head Office.

  
Chairman-cum-Managing Director

Encl:- As above

**APPENDIX - A  
FORM**

Name (in full) of Officer: .....

Designation: .....

Pay: .....

Place of Posting: .....

Period from ..... to .....

**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 benamidar) the asset is or was	Date and manner of acquisition or disposal	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(3) 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 benamidars) the asset is or was	Date and manner of acquisition or disposal	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**B. Movable Property**

(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 benamidars) the asset is or was	Date and manner of acquisition or disposal	Loans that may have been given to others	Remarks
(1)		(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 completed, 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 jewelleries and ornaments their total weight in tolas 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.