

Immediate

No. 28/5/94-IH(7)-2017/ 21241  
Chandigarh Administration  
Department of Personnel

Chandigarh, dated the 22-8-2017

To

All the Administrative Secretaries/  
Head of Departments/Offices/  
Institutions/Board/Corporations  
Chandigarh Administration

**Subject: Submission of Annual Property Return online by Group 'A', 'B' and 'C' officers/officials of Chandigarh Administration**

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Sir/Madam

I am directed to address you on the subject noted above and to state that as per the existing procedure, the Annual Property Return is being submitted by Group 'A', 'B' and 'C', officers/officials of Chandigarh Administration manually. The matter has been considered in consultation with the Department of Information Technology, Chandigarh Administration and it has been decided to adopt online procedure for filing/submitting Annual Property Return by Group 'A', 'B' and 'C' officers/officials working under Chandigarh Administration from the year i.e. 2017 onwards.

2. You are requested to initiate the process for filing Annual Property Return online of Group 'A', 'B' and 'C' officers/officials working under your control for the year 2017 onwards in consultation with the Department of Information Technology, Chandigarh Administration and depute a responsible officer/official to meet Shri Yudhishthira Sapru, System Manager, Department of Information Technology Department, 5<sup>th</sup> Floor, Additional Deluxe Building, Sector 9, Chandigarh before 31st August, 2017 for taking necessary action in the matter.

3. The contents of this communication may kindly be brought to the notice of all officers/officials working under your control for strict compliance.

Yours faithfully

*[Signature]*  
Superintendent Personnel  
for Secretary Personnel  
Chandigarh Administration

Endst. No. 28/5/94-IH(7)-2017/ 21241

Dated: 22-8-2017

A copy is forwarded to Sh. Yudhishthira Sapru, System Manager, Department of Information Technology Department, 5<sup>th</sup> Floor, Additional Deluxe Building, Sector 9, Chandigarh for information and necessary action.

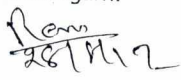
*[Signature]*  
Superintendent Personnel  
for Secretary Personnel  
Chandigarh Administration


Endst. No.: GMCH/EIV/EA3/2017/ 33757-59

**28 AUG 2017**  
Dated, Chandigarh the,

A copy of letter No. 28/5/94/IH(7)-2017/21241 dated 22.08.17 received from the Department of Personnel, Chandigarh Administration, is forwarded to the followings for information and strict compliance **before 31<sup>st</sup> August, 2017**, please:-

1. The Deputy Controller (F&A), GMCH, Chandigarh.
2. The Office Superintendents (Estt. I, II, III, IV, PB-I, PB-II, Estate, HA-I, HA-II & Academic), GMCH, Chandigarh.
3. The System Analyst, IT Centre, GMCH. He is also requested to e-circulate/email the same to all the HODs/Branch Incharges of GMCH Chandigarh.

  
Superintendent (Estt-IV)  
GMCH, Chandigarh.

  
Superintendent Personnel  
for Secretary Personnel  
Chandigarh Administration