

**PUNJAB SMALL INDUSTRIES & EXPORT CORPORATION LTD.,
CHANDIGARH**

CIRCULAR

Subject: Filing of Property Returns.

This is in continuation of the earlier circulars issued vide Endst. No. PSIEC/Per.A-12/11648-651 dated 21.06.2019 and subsequent reminders vide Endst. No. PSIEC/Per./A-12/36589-92 dated 21.11.2019 on the subject noted above.

Instructions were issued to all the officers/officials of the Corporation of Group A&B to download the performa from the PSIEC website www.psiec.gov.in and submit their property returns for the year 2018-19. As per instructions issued by the Govt. of Punjab, the property returns was to be uploaded on the HRMS Portal (www.hrms.punjab.gov.in) and the process was to be completed before 31.12.2019. Though the time line has already been expired but the employees are not adhering to the instructions issued from time to time. A number of employees have not filed their property returns till date. The employees who have filed the returns are incomplete. They have submitted their returns on the old performa and not as per the prescribed performa uploaded on the website of the Corporation. This is the violation of the Punjab Govt. instructions which may attract disciplinary action.

All the employees are hereby again advised to download the performa from the website of the Corporation and file online property return within three days positively from the issue of this circular under intimation to the Personnel Section. For any clarification in this regard, they may contact Ms. Nisha Gupta, Sr. Executive (Personnel Section/78144-04005)/Ms. Rupinder Kaur, Sr. Executive (Personnel Section/62392-04496) for assistance.

GENERAL MANAGER (PER.)

Endst. No. PSIEC/Per./A-12/ 41767-70 Dated: 7/1/2020

A copy of the above is forwarded to the following for information and necessary action:-

1. All concerned Officers/Officials (Group A&B)
2. Incharge (Computer Section) to upload on the website
3. All branches at Head Office and in the Field
4. Notice Board (Head Office and in the Field Units)

RP
7/1/2020
Manager (HR)

Department Of : **PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION , PUNJAB**

Logged As : PERSONNEL SECTION

Role : General User

Posted At : PERSONNEL SECTION

Logged Time : 07 Jan 2020 9:53:55 AM

(/Home/Alog) My Services

Submit Annual Property Return For the Year

Asset Type

Verifying Officer * Select Verifying Officer

EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES (2018-19)

Add Property

STATEMENT OF THE IMMOVABLE PROPERTY (i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)

Financial Year *

2018-19

NIL Reporting Copy From Previous Year

Description of Property *

Precise Location (District/Division/Tehsil and Village where Property Situated) *

Country *

State *

District

Tehsil

Village

Unit of Measurement *

Area of Land (In case of Land & Building) *

Nature of Land (In Case of Landed Property) *

Extent of Interest *

Name of Holder (in whose name Held & his/her Relationship with the Govt. Servant) *

Date of Acquisition *

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How Acquired (whether by purchase, mortgage, lease inheritance gift or otherwise) & Name with details of person(s) from whom acquired *

--Select--

Value of Property(in Rs) *

Particulars of Sanction Authority *

Sanction No

Sanction Date

dd/mm/yyyy

Total Annual Income from the Property(in Rs) *

Reason For Cancellation (e.g Sale of Property, Gift to Others)

Phone Number (with STD Code)

Mobile Number (Don't Prefix '0' or '+91')*

9815155198

e-mail Address

vinodkumar@gmail.com

Permanent Phone Number (With STD Code)

Remarks

SAVE

RESET

View/Cancel Property

Whats New

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Department Of : **PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION , PUNJAB**

Logged As : **VIKAS KUMAR GUPTA , DEPT. MANAGER**

Role : General User

Posted At : **PERSONNEL SECTION**

Logged Time : 07 Jan 2020 9:53:55 AM

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Submit Annual Property Return For the Year

Asset Type

Verifying Officer * [Select Verifying Officer](#)

EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES (2018-19)

Add Property

STATEMENT OF LIQUID ASSETS

NIL Reporting

Description of Property *

Name and Address of Company/Bank Etc. *

Amount(in Rs) *

If not in own name,name and address of person in whose name held

Relationship with the Govt. Servant

Annual Income Derived(in Rs) *

Remarks

View/Cancel Property

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Department Of : **PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION , PUNJAB**

Logged As : **KUMAR BHATI , DEPUTY MANAGER**

Role : General User

Posted At : **PERSONNEL SECTION**

Logged Time : 07 Jan 2020 9:53:55 AM

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Submit Annual Property Return For the Year

Asset Type

Verifying Officer * [Select Verifying Officer](#)

EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES (2018-19)

Add Property

STATEMENT OF MOVABLE PROPERTY

NIL Reporting

Description of Property *

Value At Time Acquisition(in Rs) *

Owner Name and Address *

How Acquired *

Date of Acquisition *

Remarks

View/Cancel Property

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Department Of : **PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION , PUNJAB**

Logged As : **VIJAY KUMAR SHARMA , DEPUTY MANAGER**
Posted At : **PERSONNEL SECTION**

Role : General User

Logged Time : 07 Jan 2020 9:53:55 AM

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Submit Annual Property Return For the Year

Asset Type

Verifying Officer * [Select Verifying Officer](#)

EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES (2018-19)

Add Property

STATEMENT OF PROVIDENT FUND

NIL Reporting

CPF

Type of Provident Fund *

GPF/CPF Account No *

Closing Balance as Last Reported by the Audit/A.O(in Rs) *

Date of Closing Such Balance *

Contribution Made Subsequently(in Rs) *

Total Amount(in Rs) *

GIS Account Number

Remarks (If there is dispute regarding closing balance the figure according to the Govt. employee should be mentioned in this column)

View/Cancel Property

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Department Of : **PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION , PUNJAB**

Logged As : **SAROO KUMAR BHATIA , DEPUTY MANAGER**

Role : General User

Posted At : PERSONNEL SECTION

Logged Time : 07 Jan 2020 9:53:55 AM

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Submit Annual Property Return For the Year

Asset Type

Verifying Officer * [Select Verifying Officer](#)

EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES (2018-19)

Add Property

STATEMENT OF LIFE INSURANCE

NIL Reporting

Insurance Policy No *

Date of Policy *

Name and Insurance Company *

Sum Insured *

Date of Maturity *

Amount of Annual Premium (In Lakhs) *

Remarks (If there is dispute regarding closing balance the figure according to the Govt. employee should be mentioned in this column)

View/Cancel Property

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Department Of : **PUNJAB SMALL INDUSTRIES AND EXPORT CORPORATION , PUNJAB**

Logged As : **PERSONNEL OFFICER , PERSONNEL SECTION**

Role : General User

Posted At : **PERSONNEL SECTION**

Logged Time : 07 Jan 2020 9:53:55 AM

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Submit Annual Property Return For the Year

Asset Type

Verifying Officer * [Select Verifying Officer](#)

EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES (2018-19)

Add Property

STATEMENT OF DEBTS AND LIABILITIES

NIL Reporting

Amount(in Rs) *

Name and Address of Creditor *

Date of Incurring Liability *

Detail of Transaction *

Remarks

View/Cancel Property

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