



OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), WEST  
BENGAL, TREASURY BUILDINGS, KOLKATA – 700 001

O.O. No. PAGAEWB/ 03/ 57/ 70/ W.M./ I.P.R./161

Dated: 10.02.2022

**OFFICE ORDER**

In terms of Rule 18 (1) (ii), GID (16) of CCS (Conduct) Rules, 1964, all Government servants belonging to Group 'A', 'B', 'C' officers shall submit an annual return "as on 31<sup>st</sup> December" every year giving full particulars of immovable property inherited/ owned/ acquired/ held by them, on lease or mortgage either in their own name, or in any of their family member's name, or lease or in any other person's name. Government servants are required to file their returns by 31<sup>st</sup> January, in the prescribed forms in terms of Rule 18(4) of the CCS (Conduct) Rules.

But, it has been observed that a large number of officials have not submitted the same till date. Officials who have not furnished the Annual Immovable Property Returns for the year 2021, in terms of CCS (Conduct) Rules, 1964, may send the same manually/ scanned copies through e-mail in the prescribed proforma.

Failure to submit the Annual Property Return by 31<sup>st</sup> January shall entail denial of vigilance clearance and the persons concerned shall not be considered for empanelment for senior level posts in Government in terms of Rule 18, GID 30.

Therefore, all the officers/ officials under Divisional Accountant Cadre including those who are on deputation are instructed to submit the immovable property statements for the year 2021 in the prescribed proforma (copy enclosed) latest by 28.02.2022, failing which appropriate action will be taken.

[ Auth: Sr. DAG (A/cs & VLC) order dated 10.02.2022 ]


*Encl: As stated above*

Sd/-  
Sr. Accounts Officer/ W.M.

[ P.T.O. ]

Copy for information and necessary action to :-

1. Secretary to Pr. A.G. (A&E), West Bengal.
2. P.A. to Sr. DAG/ Admn. Secretariat.
3. Sr. A.O./ Admn-I of this office.
4. Internal Audit Officer of this office.
5. Sr. A.O./ITSC with a request for uploading the office order in public view area of this office website (sumank.wbl.ae@cag.gov.in)
6. All Executive Engineers with a request to bring this office order to the knowledge of the concerned D.A./D.A.O.-II/D.A.O.-I/Sr. D.A.O.
7. O/o the Principal Director of Audit (Industry and Corporate Affairs), A.G.C.R. Building, I.P. Estate, New Delhi – 110 002, with a request to bring this office order to the notice of the officials of this office who are now on deputation to that office.
8. Sr. Audit Officer/ Admn (Audit-1), O/o the Accountant General (Audit-I), Odisha, Bhubaneswar, with a request to bring this office order to the notice of the officials of this office, who are now on deputation to that office.
9. Officials who are on deputation in the cadre from this office and have not submitted the Annual Property Return for the year 2021 till date in terms of O.O. (Admn. Series) No. Admn.I/1336-IV/2021-22/382 dated 04.01.2022 are instructed to submit their Annual Property Return through "Employee Login".
10. Notice Board.

  
Assistant Accounts Officer/ W.M.

FORM - I (SELF)

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR -----(As on 31/12/201 )

(1) Name of Officer (in full) and service to which officer belongs .....  
 (2) Present Post held ..... (3) Present Pay .....

Name of District, Sub-division, Taluk & Village in which property is situated.	Name and details of property, Housing lands and other buildings.	*Present value.	If not in own name, state in whose name held and his/her relationship to the Govt. servant.	How acquired whether by purchase, Lease**, mortgage, inheritance gift or otherwise with date of acquisition & with details of persons from whom acquired.	Annual income from the property.	REMARKS

Signature .....

Date .....

Place.....

\* In cases where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.  
 \*\* Include short term lease also.



FORM - II (DEPENDENTS)

STATEMENT OF IMMOVABLE PROPERTY MADE OUT OF THE FUNDS (INCLUDING STRIDHAN, GIFTS, INHERITANCE ETC.) OF  
THE DEPENDENTS FOR THE YEAR ..... (As on 31/12/201 )

(1) Name of Officer (in full) and service to which officer belongs .....  
 (2) Present Post held ..... (3) Present Pay .....

Name of District, Sub-division, Taluk & Village in which property is situated.	Name and details of property, Housing lands and other buildings.	*Present value.	If not in own name, state in whose name held and his/her relationship to the Govt. servant.	How acquired whether by purchase, Lease**, mortgage, inheritance gift or otherwise with date of acquisition & name with details of persons from whom acquired.	Annual income from the property.	REMARKS

Signature .....

Date .....

Place.....

\* In cases where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.  
 \*\* Include short term lease also.