



प्रधान निदेशक लेखा परीक्षा (केंद्रीय) चेन्नै का कार्यालय

लेखा परीक्षा भवन, 361, अण्णा सालै, तेनामपेट, चेन्नै - 600 018.

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL)

Chennai

“Lekha Pariksha Bhavan”, 361, Anna Salai, Teynampet, Chennai – 600 018.

No. PDA(C)/Legal Cell/11-38/2022-23/275

Dated: 06.01.2023

CIRCULAR NO.13

As per Rule 18(1)(ii) and 18(4) of CCS (Conduct) Rules, 1964, every Government Servant belonging to any service or holding any post included in Group ‘A’, Group ‘B’, Group ‘C’ and erstwhile Group ‘D’ shall submit an annual return in the prescribed form giving full particulars regarding the immovable property inherited or owned or acquired by him or held by him on lease or mortgage either in his name or in the name of any member of his family or in the name of any other person.

2. Accordingly, all Group ‘A’, Group ‘B’, Group ‘C’ and erstwhile Group ‘D’ officials are requested to furnish the return of Immovable Property for the year 2022 (as on 01.01.2023) in the prescribed format (enclosed) giving full particulars. Particulars may be furnished for “SELF” and “DEPENDENTS” separately in the respective forms.
3. The returns may be sent (by all officers other than Group officers) to the undersigned through their respective wings on or before 31.01.2023.
4. Group Officers are to submit their Annual Property Returns online in SPARROW.

Vide Orders of Principal Director of Audit (Central) dated. 06.01.2023.

Senior Audit Officer/ Administration

To

1. All Group Officers (with a request to upload their return through SPARROW)
2. Secretary to PDA(C)
3. All Branch officers/Section heads (with a request to circulate the same to all officials in the Wing/ Section including Group ‘A’, Group ‘B’, Group ‘C’ Officials & erstwhile Group ‘D’ staff (both Hqrs and Field Parties) and to obtain the filled-up returns within due date and consolidated returns alongwith the list of officials furnished as well as list of officials not furnished within due date and forward the same to Legal Cell section)
4. Data Manager/EDP (with a request to upload it in office website and to all the staff through official email)
5. Notice Board.

प्रधान निदेशक, लेखापरीक्षा (केंद्रीय) चेंन्ने का कार्यालय
"लेखापरीक्षा भवन", 361, अण्णा सालै, तेनामपेट, चेंन्ने - 600 018

सं.प्रनिलेप(के)/कानूनी कक्ष/11-38/2022-23/275

दि. 06.01.2023

परिपत्र संख्या- 13

सीसीएस (आचरण) नियम, 1964 के नियम 18(1) (ii) एवं 18(4) के अनुसार किसी भी सेवा से संबंधित या समूह "क", "ख", "ग" एवं पहले के समूह "घ" में सम्मिलित कोई भी पद धारण करनेवाला प्रत्येक सरकारी कर्मचारी विरासती या स्वाधिकृत या उसके द्वारा पट्टे पर या बंधक पर अधिगृहीत अचल संपत्ति या तो उसके नाम पर अथवा उसके परिवार के किसी सदस्य के नाम पर या किसी अन्य व्यक्ति के नाम पर है, उनसे संबंधित संपूर्ण ब्यौरें देते हुए निर्धारित फॉर्म में वार्षिक विवरणी प्रस्तुत करेगा।

2. तदनुसार, सभी पदधारी समूह "क", "ख", "ग" एवं पहले के समूह "घ" से अनुरोध किया जाता है कि वे वर्ष 2022 के लिए (01.01.2023 तक) अपनी वार्षिक संपत्ति विवरणी निर्धारित प्रारूप (अनुलभित) में संपूर्ण ब्यौरें देते हुए प्रस्तुत करें। ब्यौरें "स्वयं" एवं "आश्रित" के लिए संबंधित फॉर्म में अलग अलग प्रस्तुत करें।
3. विवरणी (समूह अधिकारी के अतिरिक्त सभी अधिकारियों द्वारा) अधोहस्ताक्षरी को 31.01.2023 को या उसके पहले अपने संबंधित स्कंधों के माध्यम से प्रेषित की जाए।
4. समूह अधिकारियों को वार्षिक संपत्ति विवरणी SPARROW में ऑनलाइन द्वारा प्रस्तुत करना है।

(प्रधान निदेशक लेखापरीक्षा (केंद्रीय) के दिनांक 06.01.2023 के आदेशानुसार)

हस्ता/06.01.2023

(टी के रामकुमार)

वरिष्ठ लेखापरीक्षा अधिकारी /प्रशासन

प्रति:

अंग्रेजी रूपांतरण के अनुसार

FORM I: (SELF)
STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2022
(AS ON 01.01.2023)

1. Name of the Officer (in full) and Service to which the Officer belongs:
2. Present Post held/ Section:
3. Present Pay:

Name of District, Sub-Division, Taluk & Village in which property is situated	Name & details of Property housing Lands and other Building	*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 ** mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired	Annual Income from the property	Remarks

NOTE:-The declaration form is required to be filled in and submitted by every member of Group 'A', Group 'B', Group 'C' and erstwhile Group 'D' service under Rule 18 of the CCS (Conduct) Rules, 1964 on first appointment to the service and thereafter at the interval of every 12 months, giving particulars of all immovable property owned, acquired or inherited by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

\$ If not applicable, clause to be struck out.
 * In case where it is not possible to assess the value accurately, the approximate value relating to present conditions may be indicated.
 ** includes short term lease also

DATE: _____
 Signature of the Government Servant

FORM II: (DEPENDENTS)
STATEMENT OF IMMOVABLE PROPERTY MADE OUT OF THE FUNDS INCLUDING
STRIDHARN, GIFTS, INHERITANCE, ETC., OF THE DEPENDENTS FOR THE YEAR 2022
(AS ON 01.01.2023)

1. **Name of the Officer (in full) and Service to which the Officer belongs:**
2. **Present Post held/ Section:**
3. **Present Pay:**

Name of District, Sub-Division, Taluk & Village in which property is situated	Name & details of Property housing Lands and other Building	*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 * mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired	Annual Income from the property	Remarks

NOTE:- The declaration form is required to be filled in and submitted by every member of Group 'A', Group 'B', Group 'C' and erstwhile Group 'D' service under Rule 18 of the CCS (Conduct) Rules, 1964 on first appointment to the service and thereafter at the interval of every 12 months, giving particulars of all immovable property owned, acquired or inherited by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

\$ If not applicable, clause to be struck out.
 * In case where it is not possible to assess the value accurately, the approximate value relating to present conditions may be indicated.
 ** includes short term lease also

DATE:

Signature of the Government Servant