

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA: BHUBANESWAR**

CIRCULAR

Sub: Submission of returns on immovable property as on 31.12.2023 in respect of all the Government Servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D' as per Rule 18(1)(ii) of CCS (Conduct) Rules, 1964.

In terms of Rule-18 (1) (ii) of CCS (Conduct) Rules, 1964 read with Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Govt. of India vide OM F No. 11013/7/2014-Estt.(A-III) dated 26.10.2015 all Government servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D' are required to file Annual Property Returns latest by 31 January each year in the form prescribed under the CCS (Conduct) Rules, 1964.

In this connection, attention is invited to **Rule 18(1)(ii) of CCS (Conduct) Rules 1964 requiring every Government servant belonging to any service or holding any post included in Group 'A', 'B', 'C' and erstwhile Group 'D' to submit the Annual Immovable Property Return (AIPR) in the prescribed format giving full particulars regarding the immovable property inherited by him/her or owned or acquired by him/her or held by him/her on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any other person.**

Further, in terms of DOPT O.M. No. 21011/04/2019 –Estt. A-II dated 24.09.2019, Part-II, Point No. 4 of the revised format of APAR for all Government servants, submission of this annual return is to be mentioned in the APAR.

As submission of the above return under CCS (Conduct) Rules 1964 has become due for the year 2023, as on 31.12.2023 all officers and staff of this office are impressed upon to submit the said return in the prescribed proforma (enclosed) latest by 31.01.2024.

It is also impressed upon all concerned that indicating the words “same as previous year” or “No change” is not acceptable and the full details of immovable property have to be furnished in the prescribed proforma.

The return should be sent to the Sr. Audit Officer/Admn (Audit-I) by name. Non-submission of the said return in time will be viewed seriously and will entail disciplinary action as deemed fit under relevant Conduct Rules. Further, in terms of DoPT OM No. 11012/11/2007-Estt.A dated 27.9.2011 **vigilance clearance** of the officers/officials considered for empanelment for higher posts/ financial upgradation/ confirmation etc. would be denied in case they have not furnished the Annual Property Returns in time.

Encl: Proforma

Sd/-
Deputy Accountant General/Admn

PTO

Copy forwarded for information and necessary action to the:

1. Secretary to the Pr. Accountant General (Audit-I), Odisha
2. All Branch Officers of Group Controlling Sections (Audit-I). **They are requested to bring this circular to the notice of all officers and staff including field staff working under their supervision/control for necessary compliance and furnish the Annual Returns to Administration in r/o all the Officers/Officials of their Group/Section in a single bunch.**
3. Welfare Officer.
4. AAO/ DA group for uploading in the office website.
5. Notice Board.
6. Guard File/Spare copy.

S. S. Panda
14/12/2023
Sr. Audit Officer/Admn

STATEMENT OF IMMOVABLE PROPERTY (FOR SELF/DEPENDANTS) AS ON 31.12.2023

Name of the Officer/Official in full :

Group/Section:

Present post held/Scale of Pay :

Pay as on **01.07.2023/ 01.01.2024** :

Name of the District/ Sub-Division/Taluk/ Village in which property is situated	Name & details of property giving information like "Same as previous year or no change" is not acceptable.		If not in own name, state in whose name it belongs and his/her relationship to the Govt. servant	How acquired whether by purchase, lease, mortgage or inheritance, gift or otherwise with date of acquisition and name with details of person from whom acquired.	Annual income from property.
	Housing or Land	Present Value			
1	2(a)	2(b)	3	4	5

N.B.: Inapplicable clause to be struck off. In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated. Property includes short term lease also. Writing "same as previous year" or "no change" is not acceptable.

Signature :
Date :
Place :
Sl. No. in Gradation
List as on **01.03.2023** :