

Circular No. 243

Dated: 08/01/2024

Circular

As per the provision of Rule 18(1)(ii) of CCS(Conduct) Rules 1964 all the officers/officials belonging to Group- A & B (Gazetted and Non-Gazetted) are to submit an annual return in prescribed format (copy enclosed), giving full particulars of the immovable property inherited by him or owned or acquired by him or held 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.**

In view of the above, all the officers/officials belonging to Group-B (Gazetted and Non-Gazetted) of this office are instructed to furnish Annual Immovable Property Return (offline) by **12/01/2024** and officers belonging to Group-A through SPARROW by **17/01/2024** giving full particulars of the immovable property as on 31/12/2023.

B. Han
8/1/24

Sr. Accounts Officer/Admn.

Memo No. Estt(A&E)/Property-return/Gr. A-B/2024/

Dated: 08/01/2024

Copy to:

1. Secretary to PAG (A&E) for kind appraisal of PAG.
2. P. A. to DAG (A&E), for DAG's statement.
3. All BOs
4. All the AAOs/ Supervisors/ **are requested to bring the content of the circular to all staff under their control and ensure submission of IPR-upto 31/12/2023 of staff working under them.**
5. Sr. DP **to Circulate through Website.**
6. Deputation/DA Cadre Table- he is instructed to call for the same from the deputations and DA cadre officials/officers.
7. Notice Board
8. Hindi Table

B. Han
8/1/24

Sr. Accounts Officer/Admn.

ANNUAL IMMOVABLE PROPERTY RETURN

Statement of Immovable Property for the year 2023 (as on 31/12/2023)

1. Name of the Officer (in full) :
 2. Present post held :
 3. Present pay :

| Name of District, Sub-division, Tq. & Village in which property is situated | Name & details of property | | Present value (₹) | If not in own name, status in whose name held & his /her Relationship to the Govt. servant | How acquired, whether by purchase, lease, mortgage, in heritance, gift or otherwise with date of acquisition & name with details of person/persons from whom acquired | Annual income from the property (₹) |
|---|----------------------------|-------|-------------------|--|---|-------------------------------------|
| | Housing & other buildings | Lands | | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | |
| | | | | | | |

SIGNATURE

DATE

Inapplicable clause to be struck out

- In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be included.
- Include short term lease also.
- The wording 'No Change or No addition or as in previous year' may be avoided and all details filled up.

Note : The declaration form is required to be filled in and submitted by member of Class I and Class II (Group 'A' and Group 'B') services under Rule 15(3) of the Central Civil Services (Conduct) Rules 1955 (now Rule 18(1) of the CCS (Conduct) Rules 1964), on the first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property acquired or inherited by him or held by him in lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person.