

महालेखाकार का कार्यालय
(लेखापरीक्षा) तेलंगाना
सैफाबाद, हैदराबाद-500004



OFFICE OF THE ACCOUNTANT
GENERAL (AUDIT) TELANGANA
SAIFABAD, HYDERABAD-500004

Lr.No.AG(Au)Telangana/Admn.III/Misc.II/2024-25/

29-11-2024

Sub: Submission of Immovable Property Returns (AIPR) for the Year 2024

(i.e., position as on 01.01.2025) by all Government servants – reg.

** ** *

In accordance with the provisions contained in Rule 18(1)(ii) of CCS (Conduct) Rules, 1964 and OM F.No.11013/7/2014-Estt.(A-III) dated 26.10.2015 issued by Department of Personnel and Training, Ministry of P,PG&P, GoI, every Government servant belonging to Group 'A', Group 'B' and Group 'C' (including erstwhile Group 'D' cadre) is required to file Annual Immovable Property Return every year.

Therefore, all officials are hereby directed to furnish the Annual Immovable Property Return (AIPR) for the Year 2024 on or before **31.01.2025** (indicating the position as on 01.01.2025). The AIPR shall include the details of immovable property inherited by them or owned or acquired by them or held by them on lease or mortgage, either in their own name or in the name of any dependent member of their family.

It is further informed that in case no acquisition/disposal of property had taken place during the period from 01.01.2024 to 31.12.2024 (Year 2024), the details of all the immovable properties already inherited/owned/acquired or held as on 01.01.2025 should invariably be mentioned in the AIPR (Year 2024). While furnishing the information, the usage of phrases like 'No Change' or 'Same as last year' etc., shall be avoided.

- i. All the officials working in the main office are required to furnish the AIPR to Administration-III Section well in advance within the due date in January 2025.
- ii. Field audit staff are advised to submit the AIPR to Administration-III Section before proceeding to the field duty in January 2025 to avoid delay.
- iii. Officials who are on Deputation/Foreign Service should submit their AIPR property returns through their respective departments to Senior Audit Officer (Administration), O/o the Accountant General (Audit), Telangana, Hyderabad 500 004 by means of Registered Post/Speed Post or *through email to saoadmin.tel.au@cag.gov.in*. The officials shall have to ensure that their AIPR should reach the office within the due date.

Also, as per Headquarters Lr.No.20/CA-I/04-2024 dated 08.01.2024 all the Sr.Audit Officers (Commercial) and as per Hqrs Circular No.03-Staff(Disc.-I)/2024 and Lr.No.272/Staff(Disc-I)/11-2024 dated 22.01.2024 all Sr.Audit Officers(Civil) are directed to fill their Annual Immovable Property Return (IPR) online in SPARROW portal for the year 2024 and the copy of the same has to be submitted to Admn.III section.

Accordingly, all the officials are required to furnish their AIPR (Year 2024) strictly following the due dates. Further, the officials are informed that failure to comply with the above instructions, will attract initiation of suitable action as per the provisions of the CCS (Conduct) Rules, 1964.

Soft copy of Immovable Property Return form is available at (1) intranet (within the office):<http://10.53.194.22>; and (2) internet (outside the office):117.247.178.78

Senior Deputy Accountant General (Admn.)

To
Notice Boards
Secretary to AG
PAs to DAGs
Branch Officers of Headquarters Sections
All Field Audit Staff (through Headquarters/Controlling sections)
Officials on Deputation/Foreign Service
All Audit Sections located outside the main office

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2024 (AS ON 1st JANUARY, 2025)

SELF

1. Name of the Official (in full)

2. Present Post held:

3. Present Pay:

Serial Number	Description of property	Precise location (Name of Dist., Div. Tq. Village in which the property is situated and also its distinctive number etc.)	Area of land/bul. (in case of land/bul. property)	Nature of land (in case of land property)	Extent of Interest	If not own name state in whose name held, and his/her relationship, if any, to the Govt. Servant.	Date of acquisition.	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with the details of person/persons from whom acquired address and connection of the Govt. Servant if any, with the person (s)	Value of property	Particulars of sanction of prescribed authority, if any.	Total annual income from the property	R E M A R K S
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.

Personnel No.:

Mobile No.:

Email ID:

Signature:

Section/Wing:

NOTE: (1) In Column 9 should be shown:

(a) Where the property has been acquired by purchase, mortgage or lease, the price of premium paid for such acquisition; (b) Where it has been acquired by lease, the total annual rent thereof also, and (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

(2) The wording “no change” or “no addition” or “as in the previous year” should be avoided and full details provided.

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2023 (AS ON 1st JANUARY, 2024)

DEPENDENTS

2. Name of the Official (in full) :

2.Present Post held:

3.Present Pay:

Serial Number	Description of property	Precise location (Name of Dist., Div. Tq. Village in which the property is situated and also its distinctive number etc.)	Area of land/bul. (in case of land/bul. property)	Nature of land (in case of land property)	Extent of Interest	If not own name state in whose name held, and his/her relationship, if any, to the Govt. Servant.	Date of acquisition.	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with the details of person/persons from whom acquired address and connection of the Govt. Servant if any, with the person (s)	Value of property	Particulars of sanction of prescribed authority, if any.	Total annual income from the property	R E M A R K S
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.

Personnel No.:

Signature:

Mobile No.:

Section/Wing:

Email ID:

NOTE: (1) In Column 9 should be shown:

(a) Where the property has been acquired by purchase, mortgage or lease, the price of premium paid for such acquisition; (b) Where it has been acquired by lease, the total annual rent thereof also, and (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

(2) The wording “no change” or “no addition” or “as in the previous year” should be avoided and full details provided.

