

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) HARYANA, CHANDIGARH  
OFFICE ORDER**

**Subject: Submission of Immovable Property Returns for the Calendar Year 2024 as on 01.01.2025.**

As per Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Establishment Division Office OM F No. 11013/7/2014- Estt A-III dated 23.07.2015, the Annual Property Returns are required to be filled by all Government Servants belonging to Group-A, B, and C as per Rule 18(4) of Central Civil Services (Conduct) Rules 1964.

The said return for the Calendar year 2024 is required to be filed by 15.02.2025 through 'Online Mode only'. An NIC form has been generated to facilitate the same. Following instructions may be followed for filling up of the Immovable Property Return for the year 2024.

1. The form is associated with official e-mail IDs of employees i.e. @cag.gov.in. Therefore, all the employees will receive an e-mail on their official e-mail ID containing a link to an online portal along with an alphanumeric code which is required to be entered as password.
2. Upon clicking the received link employees will have to enter their username which will be their official email address e.g. xxxx/cag.gov.in. The password will be the alphanumeric code as mentioned in Sr. no. 1 above.
3. After submission of username and password, employees can enter their details such as Name, I.D. No. etc. along with the details of their Immovable Property, separately for 'self' and for 'family'.
4. To avoid duplicity of forms, each employee is allowed to submit their form **only once**. Therefore, all the employees are requested to exercise caution while submitting their filled-up form.
5. Upon submission, users will have the option to save a copy of their filled-up form.
6. Due care should be taken while filling up columns regarding letter number and date through which permission for purchase of property was granted.
7. The online portal for filling up of Immovable Property Return shall remain active till **15-02-2025 (upto 12:00 PM)** where after it shall expire. Therefore, employees must ensure submission of their returns before due date.

It is, therefore, requested that the said return may be submitted by all the Government Servants belonging to Group-A, Group-B (Gazetted and Non-Gazetted).

Failure to comply with the requirements of the aforesaid rule can form good and sufficient reason for initiating disciplinary proceedings against the officer/official concerned and may also affect their transfer/posting and promotion.

-Sd/-

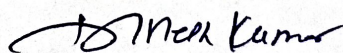
**Sr. Dy. Accountant General (Works)**

**No. WM(A)/IPR/2024-25/1112**

**Dated: 07.01.2025**

**Copy of the above is forwarded to the following (through official website).**

1. All concerned DA/DAO-II/DAO-I/Sr.DAO.
2. P.A. to Sr. Dy. Accountant General (Admn).
3. Sr. Accounts officer, IT cell for information & necessary action.
4. Sr. Accounts Officer (Works).

  
**Sr. Accounts Officer (Works)**