



Office Order

Sub: Submission of Immovable Property Return for the year 2025 regarding.

In accordance with the provisions contained in Rule 18 (1) (ii) of the Central Civil Services (Conduct) Rules, 1964 and the Office Memorandum No. F. No. 11013/7/2014-Estt.(A-III) dated 26.10.2015 issued by the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Government of India, all officers/officials belonging to Group 'A' 'B' & 'C' are required to furnish their Annual Immovable Property Return in the prescribed format. The return shall contain full particulars of all immovable property inherited, owned, acquired, or held 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.

While furnishing the Annual Immovable Property Return, the use of expressions such as "same as previous/last year", "no change" or "no addition" shall be avoided and full particulars of the immovable property shall be furnished.

In view of the above, all the Sr. DAO/DAO-I/DAO-II/DA/DA(P) are directed to submit their Immovable Property Return for the year 2025 in the proforma enclosed with this office order, latest by **31.01.2026**.

Sd/-

Dy. Accountant General (W&F)

Copy to:

All Sr. DAO/DAO-I/DAO-II/DA/DA(P) through office website.


Sr. Accounts Officer/WM

STATEMENT OF ANNUAL IMMOVABLE PROPERTY RETURNS FOR THE YEAR 2025 as on 31st December 2025

1. Name of the Officer/Official (in full):- 2. Designation & Division : 3. Date of birth..... 4. Present Pay level and Pay:

S. No.	Name of District, Sub-Division, Taluka & village in which property is situated (full location & postal address)	Name & details of Property- Housing, lands, and other buildings (Description) The wording 'No change' 'no addition' or 'same as in the previous year' may be avoided and full details should be provided.	Cost of construction/Acquirement including land in case of house and year and year when purchased	Present Value* (in Rs.)	If not in own name, state in whose name held & to the relationship Govt. servant	How acquired , whether by purchase, lease** mortgage, inheritance gift or otherwise with date of acquisition & name with and name with details of person/from whom acquired	Annual income from the property (in Rs.)	Remarks
1	2	3	4	5	6	7	8	9

Date:-.....

Signature of the Government Servant

NOTES:

- (1) * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- (2) ** Includes short term leases also.
- (3) The declaration form is required to be filled in and submitted by every 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 owned, acquired or inherited 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 dependent on Government Servant.
- (4) The wording 'No change or No addition or as in the previous year' may be avoided and full details provided.