



भारतीय लेखापरीक्षा और लेखा विभाग
INDIAN AUDIT AND ACCOUNTS DEPARTMENT
प्रधान निदेशक लेखापरीक्षा (केंद्रीय) चेन्नै का कार्यालय
OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT
(CENTRAL) CHENNAI



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं गम्यन्ति
Dedicated to Truth in Public Interest

No. PDA(C)/Legal Cell/11-38/2023-24/231

Dated: 05.01.2024

CIRCULAR NO.06/2023-24

As per Rule 18(1)(ii) and 18(4) of CCS (Conduct) Rules, 1964, every Government Servant belonging to any service or holding any post included in Group 'A', Group 'B', Group 'C' and erstwhile Group 'D' shall submit an annual return in the prescribed form giving full particulars regarding the immovable property inherited or owned or acquired by him or held by him on lease or mortgage either in his name or in the name of any member of his family or in the name of any other person.

2. Accordingly, all Group 'A', Group 'B', Group 'C' and erstwhile Group 'D' officials are requested to furnish the return of Immovable Property for the year 2023 (as on 01.01.2024) in the prescribed format (enclosed) giving full particulars. Particulars may be furnished for "SELF" and "DEPENDENTS" separately in the respective forms.
3. The returns may be sent (by all officers other than Group officers) to the undersigned through their respective wings on or before 31.01.2024.
4. Group Officers are to submit their Annual Property Returns online in SPARROW.

(Vide Orders of Principal Director of Audit (Central) dated 04.01.2024)

A/K 05/01/24
Senior Audit Officer/ Administration

To

1. All Group Officers (with a request to upload their return through SPARROW)
2. Secretary to PDA(C)
3. All Branch officers/Section heads - with a request to circulate the same to all officials in the Wing/ Section including Group 'A', Group 'B', Group 'C' Officials & erstwhile Group 'D' staff (both Hqrs and Field Parties) and to obtain the filled-up returns within due date and consolidated returns alongwith the list of officials furnished as well as list of officials not furnished within due date and forward the same to Legal Cell section.
4. Data Manager/EDP (with a request to upload it in office website and to all the staff through official email)
5. Notice Board.

FORM I: (SELF)
STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2023
(AS ON 01.01.2024)

1. Name of the Officer (in full) and Service to which the Officer belongs:
2. Present Post held/ Section:
3. Present Pay:

Name of District, Sub-Division, Taluk & Village in which property is situated	Name & details of Property housing Lands and other Building	*Present Value	(\$) If not in own name state in whose name held and his/her relationship to the Govt. Servant	How acquired whether by purchase ** mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired	Annual Income from the property	Remarks

NOTE:-The declaration form is required to be filled in and submitted by every member of Group 'A', Group 'B', Group 'C' and erstwhile Group 'D' service under Rule 18 of the CCS (Conduct) Rules, 1964 on first appointment to the service and thereafter at the interval of every 12 months, giving particulars of all immovable property owned, acquired or inherited 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.

§ If not applicable, clause to be struck out.

* In case where it is not possible to assess the value accurately, the approximate value relating to present conditions may be indicated.

** includes short term lease also

DATE:

Signature of the Government Servant

FORM II: (DEPENDENTS)
STATEMENT OF IMMOVABLE PROPERTY MADE OUT OF THE FUNDS INCLUDING
STRIDHARN, GIFTS, INHERITANCE, ETC., OF THE DEPENDENTS FOR THE YEAR 2023
(AS ON 01.01.2024)

1. **Name of the Officer (in full) and Service to which the Officer belongs:**
2. **Present Post held/ Section:**
3. **Present Pay:**

Name of District, Sub-Division, Taluk & Village in which property is situated	Name & details of Property housing Lands and other Building	*Present Value	(\$) If not in own name state in whose name held and his/her relationship to the Govt. Servant	How acquired whether by purchase ** mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired	Annual Income from the property	Remarks

NOTE:- The declaration form is required to be filled in and submitted by every member of Group 'A', Group 'B', Group 'C' and erstwhile Group 'D' service under Rule 18 of the CCS (Conduct) Rules, 1964 on first appointment to the service and thereafter at the interval of every 12 months, giving particulars of all immovable property owned, acquired or inherited 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.

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* In case where it is not possible to assess the value accurately, the approximate value relating to present conditions may be indicated.

** includes short term lease also

DATE:

Signature of the Government Servant