



कार्यलय महालेखाकर (लेखा परीक्षा-II) तमिलनाडु एवं पुडुचेरी
“लेका परीक्षा भवन”, 361, अण्णा सालै, तेनाम्पेट, चेन्नै-600018.
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II), TAMILNADU
AND PUDUCHERRY, “LEKHA PARIKSHA BHAVAN”, 361, ANNA SALAI,
TEYNAMPET, CHENNAI-600018.

No .AG (Au II)/Admn/V/7-261/2020-2021/67

dt.21.12.2020

CIRCULAR No.15

1. A reference is invited to Rule 18(1)(ii) of the Central Civil Services (Conduct) Rules 1964 and according to which every Government Servant belonging to any service or holding any post included in **Group 'A', Group 'B' and Group 'C' (including MTS)** shall submit an annual return giving full particulars regarding 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 in the name of any other person.

2. All **Group 'A'(IA&AS)** may upload in the SPARROW and Group "A" (Non-IA&AS) , **Group 'B' and Group 'C' (including MTS)** staff of this office are requested to furnish the return on Immovable Property for the year **2020 (as on 01.01.2021)**, which is required to be filed by the **31st January 2021**, in the prescribed form enclosed. The complete details of all Immovable Properties owned, acquired, inherited or held on lease or mortgage in respect of self and dependents should be furnished. In cases where there are no change(s) during the year 2020, with regard to immovable property, the annual return may be merely endorsed with the words "**No change " or " Same as last year**". The forms may also be superscribed "**Self and Dependents**" separately.

3. The returns may kindly be sent to the undersigned on or before **31.01.2021**

(Vide orders of AG. Dt. 18.12.2020.)


Senior Audit Officer Admn.

To

- 1.All Group Officers
2. All staff members

FORM I : (SELF)
STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR :2020 (AS ON 01.01.2021)

1. Name of the Officer (in full) and service to which the Officer belongs :						
2. Present Post held :						
3. Present Pay :						
Name of District, Sub Division, Taluk, and Village in which property is situated	Name and 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 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 & B 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.

SIGNATURE:

DATE:

FORM II: (DEPENDENTS)
**STATEMENT OF IMMOVABLE PROPERTY MADE OUT OF THE FUNDS INCLUDING STRIDHAAN,
 GIFTS, INHERITANCE, ETC.) OF THE DEPENDENTS FOR THE YEAR 2020 (AS ON 01.01.2021)**

1. Name of the Officer (in full) and service to which the Officer belongs : 2. Present Post held : 3. Present Pay :						
Name of District, Sub Division, Taluk, and Village in which property is situated	Name and 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 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 & B 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.

SIGNATURE:

DATE: