



महालेखाकार का कार्यालय (लेखा एवं हक), त्रिपुरा :: अगरतला
**OFFICE OF THE ACCOUNTANT GENERAL (A&E),
TRIPURA, AGARTALA - 799006**

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Circular No. 46

Dated: 03/01/2025

Circular

As per the provision of Rule **18(1)(ii)** and **18 (4)** of CCS(Conduct) Rules 1964 all the officers/officials belonging to Group- A (IAAS & Non IAAS), B (Gazetted and Non-Gazetted) & Group 'C' shall submit an annual returns in prescribed format (**copy enclosed**), giving full particulars of the 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** or in the name of any other person.

In view of the above, all the officers/officials belonging to Group- B (Gazetted and Non-Gazetted) & Group 'C' of this office are instructed to furnish **Annual Immovable Property Returns** (offline) by **15/01/2025** and officers belonging to Group-A (IAAS & Non IAAS) through **SPARROW** by **20/01/2025** giving full particulars of the immovable property **as on 31/12/2024**. **Particulars may be furnished for 'Self' and "Dependents" separately in the respective forms.**

[Signature]
Sr. Accounts Officer/Admn.

Dated: 03/01/2025

Memo No. Estt(A&E)/Property-return/2024/37592-37600

Copy to:

1. Secretary to AG (A&E) for kind appraisal of AG.
2. P. A. to Sr. DAG (A&E), for Sr. DAG's statement.
3. All BOs
4. All the AAOs/ Supervisors/ **are requested to bring the content of the circular to all staff under their control and ensure submission of IPR-upto 31/12/2024 of staff working under them.**
5. Sr. DP - **to Circulate through Website/Bulk SMS.**
6. Deputation Table - instructed to convey the same to the officers/officials who are on deputation in various offices.
7. AAO/WM Sec. for DA Cadre Table- \rightarrow he is instructed to call for the same from the DA cadre officers/officials.
8. Notice Board
9. Hindi Table

[Signature]
Sr. Accounts Officer/Admn.

FORM for SELF
STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2024
AS ON 31.12.2024

1. *Name of the officer (in full) :*
& Service to which the
officer belongs

2. *Present Post held*

Pay (Pay band & Level):

Date of Birth:

<i>Name of District, Sub-Division Taluka and Village in which Property is situated</i>	<i>Land & Details of Property</i>			<i>If not is own name state in whose name held and his/her relationship to the Government Servant</i>	<i>How acquired whether by purchase, lease**, mortgage, inheritance gift or otherwise with date of acquisition and name with details of person/persons from whom acquired</i>	<i>Annual Income from property</i>	<i>Remarks; Please indicate details of permission obtained from department</i>
	<i>Housing</i>	<i>Land</i>	<i>Present Value *</i>				
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>

Place :

Date:

Signature of Govt. Servant

Struck out which is not applicable.

** In case where it is not possible to assess the value accurately the approximate given value in relation to present condition may please be indicated.*

*** Includes short term lease also.*

FORM for DEPENDENTS
STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2024
AS ON 31.12.2024.

1. *Name of the officer (in full) :*
& Service to which the
officer belongs

2. *Present Post held*

Pay (Pay band & Level):

Date of Birth:

<i>Name of District, Sub-Division Taluka and Village in which Property is situated</i>	<i>Land & Details of Property</i>			<i>If not is own name state in whose name held and his/her relationship to the Government Servant</i>	<i>How acquired whether by purchase, lease**, mortgage, inheritance gift or otherwise with date of acquisition and name with details of person/persons from whom acquired</i>	<i>Annual Income from property</i>	<i>Remarks; Please indicate details of permission obtained from department</i>
	<i>Housing</i>	<i>Land</i>	<i>Present Value*</i>				
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>

Place :

Date:

Signature of Govt. Servant

Struck out which is not applicable.

** In case where it is not possible to assess the value accurately the approximate given value in relation to present condition may please be indicated.*

*** Includes short term lease also.*