

**IMPORTANT CIRCULAR**

कार्यालय, प्रधान लेखा नियंत्रक (फै.) / Office of the P.C.A. (FYS)  
10-ए, शहीद खुदीराम बोस रोड, कोलकाता -1/10-A, S.K. BOSE ROAD, KOLKATA-1

No. 789 /AN- IV/ AAO /PR / Vol -I  
To,

DATED: 02/12/2022

- 1) Field Accounts Office, Field Units
- 2) All Sections in Main Office including Railway Section, R.T.C. (ER)
- 3) Website Development Cell, E.D.P., M.O.

**Sub: - Submission of Annual Immovable Property Returns by Government official under C.C.S. (C) Rules-1964.**

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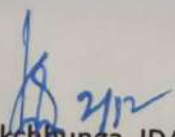
In accordance with the provisions under CCS (Conduct) Rules, 1964, and HQrs. Office letter No. AN/XIII/13006/Vol-XXII dt.15/12/2015 every Government Servant holding a Group-'B'(upto AAO), 'C' and erstwhile Group-D post is required to submit an Annual Immovable Property Return in such form, as prescribed, in this regard, giving full details regarding the immovable property inherited by him/her or owned acquired by him/her or held on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any other person. It has been prescribed in M.H.A., O.M. No. 25/10/55- Estt. (A) dated 12<sup>th</sup> January 1956 that such returns shall be submitted in the prescribed form for the present calendar year by 31<sup>st</sup> January of the next year.

2. As such, it is requested to enjoin upon all such officials serving under your control to furnish the Annual Immovable Property Returns in the prescribed form (copy enclosed) in respect of the calendar year 2022 by 31<sup>st</sup> January 2023. Further, it may please be impressed upon all the officials that necessary details viz. Name, A/c No, Grade, Name of the current office and date of filing of return may please be furnished in the Annual Immovable Property Return to facilitate linking at this end and to furnish the full/complete detail of all the immovable property (ies) instead of writing remarks like "no change" or "same as last year" etc.

3. Hence, it is requested to strictly maintain the date of furnishing of Annual IPR in one lot to this section/ office by 31/01/2023 duly scrutinized and endorsing the remarks on each IPR that the "current Annual IPR has been paired with previous Annual IPR and found correct".

4. No hard copy will be provided.

Encl: As above

  
(K. Lalbiakchhunga, IDAS)  
Dy. Controller of Accounts (Fys)

प्रपत्र  
FORM

दिनांक [ ] को वर्ष [ ] के लिए अचल संपत्ति का विवरण  
STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR [ ] AS ON [ ]

अधिकारी का नाम :  
Name of the officer:

वर्तमान वेतन  
Present Pay

सेवा का नाम जिससे अधिकारी संबंधित है

वर्तमान पद :  
Present Post held :

जिला, सब डिवीजन, तालुक और गाँव का नाम जहाँ सम्पत्ति है Name of District, Sub Division, Taluk and Village in which the property is situated.	संपत्ति, आवासीय भूमि और अन्य भवनों आदि का नाम व ब्यौरा Name and details of property, Housing lands & other, buildings	वर्तमान मूल्य Present Value	यदि संपत्ति अपने स्वयं के नाम पर नहीं है तो बताएं कि किसके नाम से है तथा उससे सरकारी कर्मचारी का संबंध क्या है ? If not in own name, state in whose name held & his/her relationship to Govt. Servant.	सम्पत्ति कैसे अर्जित की गई ? क्या खरीदी गई, पट्टे पर ली गई*, बंधक, उत्तराधिकार, उपहार अथवा किसी अन्य स्रोत से ली गई । How acquired ? Whether by purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired.	सम्पत्ति से वार्षिक आय Annual income from the property.	अभ्युक्तियाँ Remarks
1.	2.	3.	4.	5.	6.	7.

जो खंड लागू नहीं है, उसे काट दिया जाए । Inapplicable clause be stuck out.

\*जहाँ मूल्य का सटीक आंकलन संभव नहीं है वहाँ वर्तमान स्थिति के संदर्भ में अनुमानित मूल्य उल्लिखित किया जाए ।

In case where it is not possible to assess the value accurately the approximately value in relation to present conditions may be indicated.

\*\* अल्पकालीन पट्टे पर ली गई भी सम्पत्ति है । Includes short term lease also.

टिप्पणी : घोषणा पत्र भरना तथा इसे केंद्रीय सिविल सेवा (आचरण) नियमावली, 1964 के नियम 18(1) के अधीन सेवा में प्रथम नियुक्ति पर श्रेणी-I तथा श्रेणी-II (वर्ग(अ) एवं वर्ग (ब))के प्रत्येक सदस्य द्वारा प्रस्तुत करना आवश्यक है और इसके पश्चात इसे प्रत्येक वर्ष के अंतराल पर भरा जाए जिसमें उसके नाम पर अथवा उसके परिवार के किसी सदस्य के नाम पर अथवा अन्य किसी व्यक्ति के नाम पर अर्जित, उत्तराधिकार में प्राप्त, पट्टे पर ली गई अथवा बंधक संपूर्ण अचल संपत्ति का विवरण दिया गया हो ।

Note : The declaration form is required to be filled and submitted by every member of Class-I and class-II service under Rule 18(1) of the Central Civil Services (Conduct) Rules 1964 on the first appointment to the service and thereafter at the interval of every year 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 members of his family or in the name of any other person.

हस्ताक्षर/Signature  
दिनांक/Date