



कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद - 009  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
No.1, STAFF ROAD, SECUNDERABAD-500009  
दूरभाष/TELE: 040-27843385 फैक्स/FAX:040-27817275



सं. AN/II /2024

दिनांक: 08.01.2024

(महत्वपूर्ण परिपत्र)

सेवा में,

1. प्रभारी रक्षा लेखा संयुक्त नियंत्रक, वे.ले.का(अ.श्रे) ई.एम.ई, सिकंदराबाद।
2. प्रभारी रक्षा लेखा उप नियंत्रक, क्षेत्रीय लेखा कार्यालय(थलसेना), वैजाग।
3. प्रभारी रक्षा लेखा उप नियंत्रक, वे.ले.का(अ.श्रे) सेना आयुध कोर, सिकंदराबाद।
4. ग्रूप अधिकारी(स्थानीय)
5. मुख्य कार्यालय के सभी अनुभाग।
6. सिकंदराबाद/हैदराबाद/ यद्दुमैलारम/सूर्यलंका/तिरुपति में स्थित सभी उप-कार्यालय।

विषय: सी.सी.एस(आचरण) नियम, 1964 - के नियम 18 के तहत व.ले.अ/सहा.नि(रा.भा)/ वरिष्ठ निजी सचिव के अचल/चल संपत्ति के मामलों की सूचना प्रस्तुत करने के लिए जांच सूची।

संदर्भ: मुख्यालय कार्यालय का दिनांक 05.01.2024 का पत्रांक AN/II/2605/  
Misc/Imm-Mov

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सी.सी.एस(आचरण) नियम, 1964 - के नियम 18 के तहत व.ले.अ/सहा.नि(रा.भा)/ वरिष्ठ निजी सचिव के अचल/चल संपत्ति के मामलों की सूचना प्रस्तुत करने के लिए जांच सूची से संबंधित मुख्यालय कार्यालय का परिपत्र आपकी सूचना तथा आवश्यक कार्रवाई के लिए परिचालित किया जाता है।

सभी अधिकारियों/कर्मचारियों से अनुरोध किया जाता है कि वे मुख्यालय कार्यालय के उपर्युक्त पत्र के अनुसार दिशानिर्देशों/नियमों/निर्देशों का पालन करें।

हस्ता/-

(के रामकृष्णा)

वरिष्ठ लेखा अधिकारी(प्रशा)

प्रतिलिपि:

आई.टी. अनुभाग, स्थानीय - वेबसाइट पर अपलोड करने के लिए।

(के रामकृष्णा)

वरिष्ठ लेखा अधिकारी(प्रशा)



OFFICE OF THE CONTROLLER OF DEFENCE  
ACCOUNTS  
NO.1 STAFF ROAD, SECUNDERABAD - 500 009  
TELEPHONE NO. 040-27843385 FAX NO. 040-  
27810499



Date: 08.01.2024

No: AN/II/2024

To

1. The Jt.CDA I/c, PAO (ORs) EME, Sec'bad.
2. The DCDA I/c, AAO (Army) Visakhapatnam
3. The DCDA I/c, PAO (ORs) AOC, Sec'bad.
4. The Group Officers (local)
5. All Sections in Main Office,
6. All Sub-Offices located at  
Secunderabad/Hyderabad/Eddumailaram/Suryalanka/Tirupathi.

Subject: Check list for the Submission of Immovable/Movable Property case in respect of SAOs/AD(OL)/SPS for intimation under Rule 18 of CCS(Conduct) Rule, 1964- Reg.

Reference: HQrs Office letter No:AN/II/2605/Misc/Imm-Mov Dated 05.01.2024.

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HQrs. Office Circular regarding check list for the Submission of Immovable/Movable Property case in respect of SAOs/AD(OL)/SPS for intimation under Rule 18 of CCS(Conduct) Rule, 1964 is circulated herewith for information and further necessary action.

All the Officers/Staff are requested to follow the guidelines/rules/instructions as per the HQrs Office letter cited above.

*Sd/-*  
(K RAMAKRISHNA)  
Sr. Accounts Officer (AN)

✓ Copy to:

- 1) The IT Section, Local - For uploading the same in the website.

*K Ramakrishna*  
(K RAMAKRISHNA)  
Sr. Accounts Officer (AN)



“हर काम देश के नाम”



रक्षा लेखा महानियंत्रक  
उलान बटारोड, पालम, दिल्ली छावनी -110010  
CONTROLLER GENERAL OF DEFENCE ACCOUNTS



Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone: 011-25665500/55, 25674870

Fax: 011-25674806

email: hqan2.cgda@gov.in

No. AN/II/2605/Misc/Imm-Mov

Dated: 05.01.2024

To

All PCsDA/CsDA/PIFsA/IFsA  
(Through E-mail & WAN)


**Subject:** Check list for the Submission of Immovable/Movable Property case in respect of SAOs/AD(OL)/SPS for intimation under Rule 18 of CCS(Conduct) Rule 1964.

Of late it has been observed that cases of acquisition/disposal of Immovable/Movable property by SAOs/AD(OL)/SPS are received without proper scrutiny by PCsDA/CsDA/PIFA/IFAs and also without requisite documents etc. This has often resulted delay in processing of cases and also lead to avoidable correspondance. Therefore, in order to avoid such delay in processing these cases the folloing check points may please be ensured while sending the case to HQrs office for approval to the Competent Authorities.

- 1) Each column of Form I & Form -II should be filled up properly/completely along with supporting documents.
- 2) In support of Bank Loan, Sanctioned letter duly signed and stamped by Bank Authority should be enclosed instead of the print out of Loan application/Offer letter of the Bank.
- 3) The officer should enclose his/her latest months' pay slip in support of Take Home Salary.
- 4) In case, one of sources of finance is personal savings, then copy of saving Bank account in support should invariably be enclosed and ensure that sufficient fund was available in his/her account at the time of the transaction.
- 5) In case of joint acquisition (with spouse or any other relative) the source of income of Co-applicant should also be intimated along with supporting documents.
- 6) If interest free loan is taken from relatives, then NOC from them along with their source of income should also require to be submitted. If feasible the same should be received either through Cheque or direct credit in officer's account through electronic mode (with copy of Bank statement enclosed) duly indicating the receipt of amount from relative.
- 7) If GPF withdrawal is also a source of finance, then it may be ensured that withdrawal of the requisite fund is available at credit in GPF statement and admissible as per the authorization under rules (i.e. Maximum of 90% of amount in GPF Balance).
- 8) Total cost of immovable property in Form- I should also include registration charges and other statutory charges and the same should be indicated separately.

- 9) In case of acquisition of movable property(Vehicle) if one source of fund is amount received/adjusted in respect of disposal of old vehicle (whose prior intimation was taken by the officer) the credit note/adjustment documents from buyer/agency should also be enclosed.
- 10) Copy of Agreement to Sale/Purchase of the immovable property should be enclosed.
- 11) It is often seen that application received from SAOs are sent to the HQrs office after a gap of considerable time. The same should be forwarded to the HQrs office within 07 days of receipt from SAOs concerned .

Receipt of the Circular may please be acknowledge.

  
(Sushil Riyar)  
Sr. ACGDA (AN)