



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
NO.1 STAFF ROAD, SECUNDERABAD-500 009  
TELEPHONE NO.040-27843385, FAX NO.040-27817275



**CIRCULAR**  
**(Through Website)**

No. AN/I/1040-SAO/1041-AAO/IPRs

Dated: 16/01.2019

To

1. THE CDA, IT & SDC, SECUNDERABAD
2. ALL SUB-OFFICES UNDER CDA, SECUNDERABAD  
(SECUNDERABAD/HYDERABAD/VIZAG/Eddumailaram)
3. ALL SECTIONS IN MAIN OFFICE

Sub: Submission of Annual Property Return of Immovable Property under Rule 18(1) of CCS (Conduct) Rules 1964 – Group 'B' Officers - Reg.

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In accordance with the provisions of Clause (ii) of Rule 18(1) of the CCS (Conduct) Rules, 1964, every Government Servant holding a Group 'A' & 'B' Post (Gazetted) is required to submit an annual return giving full details regarding the immovable property inherited, owned, acquired, held on lease or mortgage either in his/her own name or in the name of any family member or in the name of any other person (property acquired/disposed off up to 31.12.2018 and showing the position as on (01.01.2019) in bilingual format enclosed to this circular.

Further, it has also been observed in some cases, the IPRs that are furnished by the Officers, with simple remarks like "**NO CHANGE**", "**SAME AS LAST YEAR**" etc, which does not provide any basis for scrutiny / linking of future IPRs. As such, full details of the property may be narrated in the columns provided for the same.

IPR Forms duly filled-in all the columns may be forwarded to this office so as to reach positively by **31.01.2019**.

It may please be made clear to all the officers that submission of Annual Immovable Property Return is mandatory and those who are proceeding on leave / temporary duty / training courses may be advised to complete and submit the proforma before due date. Before rendering IPRs please verify whether the officer has signed and any property being acquired/disposed off during the year i.e., up to 31<sup>st</sup> December, 2018 by the officer, the sanctioning authority No. and date invariably be quoted in their IPRs. However, pending cases not to be included in the IPRs.

The SAO I/C, AAO (Army) Vizag is requested to circulate this letter to all the sub-offices located in Vizag under this organization and forward the Annual Immovable Property Returns in respect of all the Group 'B' Officials duly including the IPRs of the officers pertaining to sub-offices as stated above.

**CDA has seen.**

**Dy. CONTROLLER (AN)**

Encl: Blank IPR Format

Copy to:

The EDP Centre - for uploading in the website please.  
(Local)

-s/d-

**Sr. ACCOUNTS OFFICER (AN)**