

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//1040-SAO/1041-AAO/IPRs

Dated: 11.01.2018

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 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 31.12.2017 and showing the position as on (01.01.2018) 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 **31.01.2018.**

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, 2017 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.

  
( Siva Sankar Bandi )  
Dy. CONTROLLER (AN)

Encl: Blank IPR Format

Copy to:  
The EDP Centre  
(Local)

for uploading in the website please.

—sd  
Sr. ACCOUNTS OFFICER(AN)

प्रपत्र  
FORM

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

अधिकारी का नाम : [ ] वर्तमान वेतन Present Pay [ ]  
Name of the officer: [ ]  
सेवा का नाम जिससे अधिकारी संबंधित है [ ]  
वर्तमान पद : [ ]  
Present Post held : [ ]

1.	2.	3.	4.	5.	6.	7.
जिला, सब डिवीजन, ताल्लुक 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.	संपत्ति कैसे अर्जित की गई ? क्या खरीदी गई, पट्टे पर ली गई*, बंधक, उत्तराधिकार, उपहार अथवा किसी अन्य स्रोत से ली गई । तारीख जिसको अधिकार में ली गई तथा उस व्यक्ति का नाम जिससे 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.	संपत्ति से वार्षिक आय Annual Income from the property.	अभ्युक्तियाँ Remarks

जो खंड लागू नहीं है, उसे काट दिया जाए । Inapplicable clause be struck out.  
\*जहाँ मूल्य का सटीक आंकड़ान 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.  
\*\* अल्पकालीक पट्टे पर ली गई भी शामिल 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-1 तथा श्रेणी-11 (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

extra sheet

अधिकारी का नाम :

Name of the officer:

1. जिला, सब डिवीजन, ताल्लुक और गाँव का नाम जहाँ सम्पत्ति है Name of District, Sub Division, Taluk and Village in which the property is situated.	2. सम्पत्ति, भूमि और अन्य भवनों आदि का नाम व ब्यौरा Name and details of property, Housing lands & other buildings	3. वर्तमान मूल्य Present Value	4. यदि सम्पत्ति 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.	5. सम्पत्ति कैसे अर्जित की गई ? क्या खरीदी गई, पट्टे पर ली गई, बंधक, उत्तराधिकार, उपहार अथवा किसी अन्य स्रोत से ली गई ? तारीख जिसको अधिकार में ली गई तथा उस व्यक्ति का नाम जिससे 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.	6. सम्पत्ति से वार्षिक आय Annual Income from the property.	7. अभ्युक्तियों Remarks

हस्ताक्षर/Signature  
दिनांक/Date