

**IMPORTANT CIRCULAR**

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

NO. 789 /AN- IV/ AAO /PR / Vol -I

DATED: 11/12/2017

To,

- 1) All Controllers of Finance and Accounts (Fys)
- 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', '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 in respect of the 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 2017 by 31<sup>st</sup> January 2018. 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 office by 31/01/2018 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. Please acknowledge receipt.

Encl: As above

  
(S. K. Ghosh)  
Asstt. Controller of Accounts (Fys)

**Copy to:-**

(1)The Secretary (OFB), Govt. of India, M.O.D.  
OFB Finance (Main), 10A, S.K.Bose Road, Kol - 01

(2)The Regional Passport Officer,  
Regional Passport Office, Basista Road, Rani Bhagan,  
Guwahati-781028.

All officers on Deputation.

*sdK*

(S. K. Ghosh)

Asstt. Controller of Accounts (Fys)



प्रपत्र  
FORM

दिनांक [ ] को वर्ष [ ] के लिए अचल संपत्ति का विवरण AS ON [ ]

आधिकारी का नाम : [ ] वर्तमान वेतन Present Pay [ ]

Name of the officer: [ ]

सेवा का नाम जिससे अधिकारी संबंधित है [ ]

वर्तमान पद : [ ]

Present Post held : [ ]

संपत्ति, आवासीय भूमि और अन्य भूकानों आदि का नाम व बनीय Name and details of property, Housing lands & other buildings 2.

वर्तमान मूल्य Present Value 3.

यदि संपत्ति अपने स्वयं के नाम पर नहीं है तो बताएं कि किसके नाम से है तथा उससे सम्बन्धी कर्मचारी का संबंध क्या है ? If not in own name, state in whose name held & his/her relationship to Govt. Servant. 4.

संपत्ति कैसे अर्जित की गई ? क्या खरीदी गई, पट्टे पर ली गई, बंधक, उत्तराधिकार, उपहार अथवा किसी अन्य स्रोत से ली गई ? सारीख्त 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. 5.

वार्षिक आय Annual Income from the property. 6.

अभ्युक्ति/Remarks 7.

1. जिला, सब हिबीजन, तालुक और गाँव का नाम जहाँ संपत्ति है Name of District, Sub Division, Taluk and Village in which the property is situated.

2. संपत्ति, आवासीय भूमि और अन्य भूकानों आदि का नाम व बनीय Name and details of property, Housing lands & other buildings

3. वर्तमान मूल्य Present Value

4. यदि संपत्ति अपने स्वयं के नाम पर नहीं है तो बताएं कि किसके नाम से है तथा उससे सम्बन्धी कर्मचारी का संबंध क्या है ? If not in own name, state in whose name held & his/her relationship to Govt. Servant.

5. संपत्ति कैसे अर्जित की गई ? क्या खरीदी गई, पट्टे पर ली गई, बंधक, उत्तराधिकार, उपहार अथवा किसी अन्य स्रोत से ली गई ? सारीख्त 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. वार्षिक आय Annual Income from the property.

7. अभ्युक्ति/Remarks

जो खंड लागू नहीं है, उसे कट दिया जाए । Inapplicable clause be struck out.

\*जहाँ मूल्य का सटीक आकलन 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 (आवरण) नियमावली, 1964 के नियम 18(1) के अधीन सेवा में प्रथम नियुक्ति पर श्रेणी-1 तथा श्रेणी-11 (बर्ग/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

P/c No. -