

No.C-29012/2017/MF.CGA/Gr.A/IPR/ 22  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
CONTROLLER GENERAL OF ACCOUNTS  
MAHALEKHA NIYANTRAK BHAVAN  
GPO COMPLEX, BLOCK 'E' INA,  
NEW DELHI-110023

Dated: 4<sup>th</sup> January, 2018

OFFICE MEMORANDUM

Subject: Submission of Immovable Property under Rule 18(1)(ii) of CCS (Conduct) Rules, 1964.

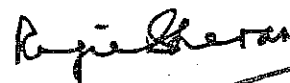
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Under Rule 18(1)(ii) of CCS(Conduct) Rules 1964, all Group-A officers are required to submit their Immovable Property Returns as on 1<sup>st</sup> January every year. Accordingly, all ICAS officers are requested to submit their Immovable Property Return for the year ending 31<sup>st</sup> December, 2017 (giving position as on 01.01.2018) to this office, in the enclosed proforma latest by 31.01.2018.

2. As per DoPT's latest guidelines while furnishing the IPRs, it may be ensured that usage of phrases such as "SAME AS PREVIOUS YEAR" OR "NO CHANGE" may be avoided and full particulars of the immovable property inherited/owned/acquired or held may be furnished in terms of Rules 18 of CSS(Conduct) Rules 1964.

3. The officers are also informed that for non-submission of IPR within the stipulated date, vigilance clearance will be denied for empanelment, deputation etc. as per DoPT O.M.NO. 11012/11/2007-Estt. (A) dated 14.12.2007 and 27.9.2011.

Encls. As above.



(Raju Sharan)  
Jt. Controller General of Accounts

To

All Addl. CGA/Jt. CGA/CCA/Dy. CGA/CA/ACGA/Dy. CA/ACA/  
ICAS Probationers

To: Sr. AO (ITD) for uploading on CGA's website

**Statement of Immovable Property Return for the year 2017 (as on 31.12.2017)**

1. Name of officer (In Full):

2. Batch: ICAS-

3. Present Post held:

4. Present Pay: Rs.

Name of District Sub-Division, Taluk & Village or City in which property is situated(full location & Postal address)	Name & Details of property Housing lands and other buildings	Present value*	If not in own name, state in whose name held & his/her relationship to the Government Servant	How acquired, whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired	Annual income from the property	Remarks
1	2	3	4	5	6	7

(Signature with date)

**NOTES:**

- 1) \* In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) \*\* Include short terms lease also.
- 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II (Group-A and Group-B) services under rule 15(3) of the Central Civil Services (Conduct) Rules, 1955, [now rule 18(1) of the CCS(Conduct) Rules, 1964] on the first appointment to the service and thereafter at the interval of every twelve months, 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 dependent on Government servant.
- 4) The wording 'no change' or 'no addition' or 'as in the previous year' should be avoided and full details provided.
- 5) The columns should be filled up neatly in capital letters.