



OFFICE OF THE ACCOUNTANT GENERAL (A&E),
PUNJAB, SECTOR-17 E,
CHANDIGARH – 160017

No. Admn III/Immovable property /2022-23/28
Dated:- 05.05.2022

OFFICE ORDER

A reference is invited to Rule 18 (1) (ii) of the Central Civil Services (Conduct) Rules 1964 and according to which every Government Servant belonging to any service or holding any post in All Cadres shall submit an annual return giving full particulars regarding immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

All Group B Non Gazetted & Group C Officials (Including MTS) of this office are requested to furnish the return on immovable property for the year 2021 (as on 01.01.2022), which is required to be filed by the 13.05.2022, in the prescribed form enclosed. The Complete details of all immovable property owned, acquired, inherited or held on lease or mortgage in respect of self and dependents should be furnished. In case where there is no change (s) during the year 2021, with regard to immovable property, the annual return may be merely endorsed with the words “ No change “ or Same as last year”. The form may also be superscribed “Self and Dependents” separately.

The return may kindly be sent to Admn-III Section on or before 13.05.2022.

Sd/-

Sr. Accounts Officer (Admn-III)

Ends. Admn-III/Immovable property/2022-23/294-303
05.05.2022

Dated:-

1. Secretary to Pr. AG.
2. DAG (Admn) Cell, DAG (A/Cs) Cell, DAG (Pension) Cell
3. Admn-I, Admn-II,
4. Admn UT (for further circulation in UT Sub office)
5. TM-II, PPCB (for further circulation in their wings)
6. CLC, PAO
7. ITSC (for uploading through database)
8. CRT-I & II
9. All Sections (through CRT)
10. Office order file


Asstt. Accounts Officer (Admn-III)

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2021 (AS ON 01.01.2022)

1.	Name of the official, Designation, PUCDE Code (Mandatory Field)	
2.	Parent office (Mandatory Field)	
3.	Present Pay	
4.	Name of District/Sub-Distt/Taluka & Village in which property is situated	
5.	Name, Details of property and cost of construction/acquirement and year when purchased-	
	(a) Housing & other Buildings	
	(b) Lands	
6.	Present Value	
7.	If not in own name, state in which name held and his/her relationship with Govt. servant	
8.	How acquired whether by purchase, lease**, mortgage, inheritance, gift or otherwise with details of person/ persons from whom.	
9.	Annual income from property	
10.	Remarks	

Signature _____

Name _____

Designation _____

Section/Date _____

NOTES:

- 1) in case where it is not possible to assess the value accurately the approximately value in relation to present condition may be indicated.
- 2) ** Includes short term lease also.
- 3) The declaration form is required to be filled in and submitted under rule 15(3) of the Central Civil Services (Conduct) Rules, 1955, {now rule 18 (1) of the (Conduct) Rules, 1964} on the first appointment property owned, acquired or inherited by him/her 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 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.