

Circular No. 243

Dated: 08/01/2024

### Circular

As per the provision of Rule 18(1)(ii) of CCS(Conduct) Rules 1964 all the officers/officials belonging to Group- A & B (Gazetted and Non-Gazetted) are to submit an annual return in prescribed format (copy enclosed), giving full particulars of the 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.**

In view of the above, all the officers/officials belonging to Group-B (Gazetted and Non-Gazetted) of this office are instructed to furnish Annual Immovable Property Return (offline) by **12/01/2024** and officers belonging to Group-A through SPARROW by **17/01/2024** giving full particulars of the immovable property as on 31/12/2023.

*Bhar*  
8/1/24

Sr. Accounts Officer/Admn.

Memo No. Estt(A&E)/Property-return/Gr. A-B/2024/

Dated: 08/01/2024

Copy to:

1. Secretary to PAG (A&E) for kind appraisal of PAG.
2. P. A. to DAG (A&E), for DAG's statement.
3. All BOs
4. All the AAOs/ Supervisors/ **are requested to bring the content of the circular to all staff under their control and ensure submission of IPR- upto 31/12/2023 of staff working under them.**
5. Sr. DP **to Circulate through Website.**
6. Deputation/DA Cadre Table-  he is instructed to call for the same from the deputations and DA cadre officials/officers.
7. Notice Board
8. Hindi Table

*Bhar*  
8/1/24

Sr. Accounts Officer/Admn.