

महालेखाकार (ले0&ह0) का कार्यालय  
बीरचंद पटेल पथ,  
पटना, बिहार - 800001



SUPREME AUDIT INSTITUTION OF INDIA  
लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth in Public Interest

OFFICE OF THE ACCOUNTANT  
GENERAL (A&E),  
BIRCHAND PATEL PATH  
PATNA, BIHAR - 800001

पत्रांक / Letter No.W.M-III/O.O/24-25 / 86

दिनांक / Date 24.12.2024

### Office Order

**Subject:- Submission of Immovable Property Return for the year 2024 as on 31.12.2024.**

In terms of Rule 18 (1) (ii) of the CCS (Conduct) Rules, 1964 read with Department of Personnel & Training O.M. No. 11013/7/2014-Estt. A-III dated 05.01.2016, every Government servant holding Group 'A', 'B' & 'C' post is required to submit an Annual return to the Government giving full particulars of his/her immovable property inherited by him/her or held 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.

2. All Sr. DAO/DAO-I/DAO-II/DA/DA(P)s are hereby directed to submit the statement of immovable property returns for the year 2024 (01.01.2024 to 31.12.2024) in the prescribed format latest by 31.01.2025 positively.

3. Full details of Immovable property are to be given and expressions like "No Change or same as last year" will not be accepted. If an officer does not own any property he/she should state so in the return rather leaving it blank and it should be duly signed by the officer with date.

4. As per DOPT O.M. No. 11012/11/217- Estt. A dated 27.09.2011, the officers who have not submitted the IPR by the prescribed time would be denied vigilance clearance and will not be considered for empanelment for promotion in senior level posts and deputations etc.

5. Accordingly, all officials of Divisional Accountant Cadre are hereby directed to submit the Annual Property Return for the year 2024 (01.01.2024 to 31.12.2024) in the prescribed format latest by 31.01.2025.

6. **Non-submission of the said return within the prescribed time line will be treated as a violation of CCS (Conduct) Rules, 1964 and strict action would be taken against the erring employee as per CCS (CCA) Rules, 1965.**

Sd/-

Dy. Accountant General (Works)

Bihar, Patna.

Copy to:-

All officers/officials of DA cadre through office website. In case they desire to submit the IPR by mail, the same may be sent only on email id-[princea.bih.ae@cag.gov.in](mailto:princea.bih.ae@cag.gov.in). Also hard copy must be sent to this office.

Sr. Accounts Officer /WM-III

**STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2024 AS ON 31/12/2024**  
**(For Self/Dependents)**

Full Name (IN BLOCK LETTERS): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Present Post held : \_\_\_\_\_ Division: \_\_\_\_\_  
 Present Pay: \_\_\_\_\_ Pay Level: \_\_\_\_\_ Mobile No. \_\_\_\_\_  
 Email ID: \_\_\_\_\_ Date of Joining: \_\_\_\_\_

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	Cost of construction/ Acquirement (and year when purchases) including of land in case of house	Present Value*	If not in own name, state in held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, mortgage, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

\* In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.

\*\* Includes short term leases also.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_