

महानिदेशक लेखापरीक्षा (केंद्रीय)
चेन्नै का कार्यालय
“ऑडिट भवन”, 361, अण्णा सालै, तेनामपेट
चेन्नै – 600018



OFFICE OF THE DIRECTOR GENERAL OF AUDIT
(CENTRAL), CHENNAI
'AUDIT BHAWAN', 361, ANNA SALAI,
TEYNAMPET, CHENNAI - 600018

No. DGA(C)/Legal Cell/11-38/2024-25/258

Date: 03.01.2025

CIRCULAR NO.06

As per Rule 18 (1) (ii) and 18 (4) of CCS (Conduct) Rules, 1964, every Government Servant belonging to any service or holding any post included in Group 'A', Group 'B', Group 'C' and erstwhile Group 'D' shall submit an annual return in the prescribed form giving full particulars regarding the immovable property inherited or owned or acquired by him or held by him on lease or mortgage either in his name or in the name of any member of his family or in the name of any other person.

2. As per Headquarters Office Circular No.03-Staff(Disc.-I)/2024 No.-272/Staff(Disc.-I)/11-2024 dated 22.01.2024, all the Senior Audit Officers of this office were instructed to fill their Annual Immovable Property Return (IPR) online in SPARROW portal for the year 2023 onwards.

3. Accordingly, all Senior Audit Officers of this Office are to fill their Annual Immovable Property Return for the year 2024 (as on 01.01.2025) online in SPARROW Portal. It is instructed that copy of filled IPR in SPARROW Portal shall be furnished to Legal Cell of this office through their respective wings for onward transmission to Administration section of this Office in order to place in personal file as instructed by Headquarters Office.

4. All Group Officers are to fill their Annual Immovable Property Return for the year 2024 (as on 01.01.2025) online in SPARROW Portal.

5. All other Officials belonging to Group 'B', Group 'C' and erstwhile Group 'D' officials are instructed to furnish the Annual Immovable Property Return for the year 2024 (as on 01.01.2025) for Self and Dependents in the prescribed format (enclosed herewith) giving full particulars. **Where no change has taken place during the year 2024 in the holdings, the return may be endorsed with words**

"No change" or "Same as last year". Particulars may be furnished for "SELF" and "DEPENDENTS" separately in the respective forms and it shall be ensured that submitted form is complete in all respects including date, signature and other relevant details. Incomplete forms will not be accepted. **The officials are instructed to submit the IPR in complete format to Legal Cell of this office through their respective wings on or before 31.01.2025.**

(This issues with the approval of Director General of Audit)

Digitally signed by
Ganesan

Date: 06-01-2025 17:45:24

Director (Administration)

To

1. All Group Officers (with a request to upload their return through SPARROW)
2. Secretary to DGA(C)
3. All Branch officers/Section heads - with a request to circulate the same to all officials in the Wing/ Section including Group 'A', Group 'B', Group 'C' Officials & erstwhile Group 'D' staff (**both HQrs and Field Parties**) and obtain the filled returns within due date and consolidated returns along with the list of officials furnished as well as list of officials not furnished within due date (**alphabetical order**) (**as stated in Para Ns. 3 & 5 of the Circular**) and to forward the same to Legal Cell.
4. Data Manager/EDP (with a request to upload it in office website and to circulate among all the staff members through official email)
5. AAO/Admn.-with a request to follow the HQ's directions in Hqrs circular No.03-Staff (Disc-I)/2024 No.272/staff (Disc-I)/II-2024 dt.22.01.2024 (Copy enclosed)
6. Kochi Branch Office-for information
7. Notice Board

फोन/ Phone :91-044-24316406

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