



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी), तमिलनाडु  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS), TAMIL NADU  
361, Anna Salai, Teynampet, Chennai - 600018  
Website: <https://cag.gov.in/ae/tamil-nadu/en> e-mail: [anaetamilnadu@cag.gov.in](mailto:anaetamilnadu@cag.gov.in)  
IVRS Phone: 044-24325050, Phone: 044-24324500, Fax: 044-24320562



AG(A&E)/PWC II/Unit IV/2024-25/

20/01/2025

**CIRCULAR**

Attention is invited to Rule 18 (1) (ii) of the CCS (Conduct) Rules, 1964 according to which every Government Servant belonging to the service or holding a post included in **Group A/ B/ C** should submit an annual return in the prescribed form, giving full particulars regarding the immovable property inherited by him/her or owned or acquired 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.

Transactions entered into by the spouse of any other member of family of a Government Servant out of his or her own funds (including stridhan, gifts, inheritance, etc.), as distinct from the funds of the Government Servant himself, in his or her own name and in his or her own right, **are not required to be furnished.**

It is impressed upon the staff that failure on their part to comply with the requirement, can form good and sufficient reason for instituting disciplinary proceedings against them.

Staff are also required to furnish details of their transaction in shares, securities and debentures or mutual funds etc., if it exceeds his/her six months' basic pay during the calendar year.

The filled up Annual Property Return forms for the year 2024 [as on 31.12.2024] shall be returned to PWC II Section on or before 31/01/2025.

(Vide orders of Deputy Accountant General (Accounts) dated. 20 .01.2025)

  
Senior Accounts Officer/PWC

Encl:- Annual Property Returns Form

To  
All DAs/DAOs

F. No. 11013/6/2018-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training  
Establishment A-III Desk

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North Block, New Delhi-110001

Date: 07.02.2019

**OFFICE MEMORANDUM**

Subject: CCS (Conduct) Rules, 1964 – Revision in limit for intimation in respect of transactions in sale and purchase of shares, securities, debentures etc.

The undersigned is directed to refer to this Department's O.M. No. 11013/6/91-Ests.(A) dated 08.04.1992 prescribing the following limit of transactions in shares, securities, debentures or mutual funds scheme, etc for intimation to Government in a prescribed format:

- (i) **Group 'A' and 'B' Officers** – If the total transaction in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 50,000/- during the calendar year.
- (ii) **Group 'C' and 'D' Officers** – If the total transaction in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 25,000/- during calendar year.

2. Sub-rule (1) of the Rule 16 provides that no Government servant shall speculate in any stock, share or other investment. It has also been explained that frequent purchase or sale or both, of share, securities or others investments shall be deemed to be speculation within the meaning of this sub-rule. But, the occasional investments made through stock brokers or other persons duly authorized and licensed or who have obtained a certificate of registration under the relevant laws is allowed in this rule. With a view to enable the administrative authorities to keep a watch over such transaction, it has been decided that an intimation may be sent in the enclosed proforma to the prescribed authority in respect of all Government servants, if the total transactions in shares, securities, debentures, mutual funds scheme, etc. exceeds **six months' basic pay of Government servant** during the calendar year (to be submitted by 31<sup>st</sup> January of subsequent calendar year).

Contd..

3. It is also clarified that since shares, securities, debentures, etc. are treated as movable property for the purpose of Rule 18(3) of CCS(Conduct) Rules, 1964, if an individual transaction exceeds the amount prescribed in Rule 18(3), the intimation to the prescribed authority would still be necessary. The intimation prescribed in para 2 above will be in addition to this, where cumulative transaction(s) i.e. sale, purchase or both in shares, securities, debentures or mutual funds, etc. in a year exceed the limits indicated in para 2 above.

4. This Office Memorandum issues in supersession of this Department's O.M. No. 11013/6/91-Ests.(A) dated 08.04.1992.

5. In so far as the personnel serving in Indian Audit and Accounts Department are concerned, these instructions are being issued after consultation with the Comptroller and Auditor General of India.

6. All Ministries/ Departments are requested to bring these instructions to the notice of all concerned authorities under their control.

7. Hindi version will follow.



(Satish Kumar)

Under Secretary to the Govt. of India

To

The Secretaries of All Ministries/Departments  
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Central Vigilance Commission
8. The Secretary, Union Public Service Commission, New Delhi.
9. The Secretary, Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.

Contd..

- 11.National Commission for Scheduled Castes, New Delhi.
- 12.National Commission for Scheduled Tribes, New Delhi.
- 13.National Commission for OBCs, New Delhi.
- 14.Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
- 15.CVOs of all Ministries/Departments.
- 16.ADG (M&C), Press Information Bureau, DoP&T
- 17.NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the Head Notifications >> OMs & Orders >> Establishment >> CCS (Conduct)Rules & What's New]
- 18.Hindi Section, DoP&T



(Satish Kumar)

Under Secretary to the Govt. of India

**Proforma for intimation under Rule 18(4) of CCS (Conduct) Rules, 1964 for transactions in shares, securities, debentures, investment in mutual fund schemes, etc.**

1. Name of the Government servant : \_\_\_\_\_
  - (a) Designation: \_\_\_\_\_
  - (b) Service to which belongs: \_\_\_\_\_
  - (c) Employee No./ Code No.: \_\_\_\_\_
  
2. Scale of Pay and present pay: \_\_\_\_\_
  
3. Details of each transaction made in shares, securities, debentures, mutual funds scheme, etc. during the calendar year. \_\_\_\_\_
  
4. Particulars of the party/firm with whom transaction(s) is made:-
  - (a) Is party related to the applicant? \_\_\_\_\_
  - (b) Did the applicant have any dealings with the party in his/her official capacity at any time or is the applicant likely to have any dealings with him in the near future. \_\_\_\_\_
  
5. Source(s) from which financed:-
  - (a) Personal savings.
  - (b) Other sources giving details
  
6. Any other relevant fact which applicant may like to mention.

Declaration

I hereby declare that the particulars given above are true.

Place:  
Date:

Signature  
Designation

31/12/2024 तक के लिए वार्षिक संपत्ति रिटर्न ANNUAL PROPERTY RETURNS AS ON 31/12/2024

फार्म I (स्वयं) FORM I (SELF)

नाम / Name :		वर्तमान पद पर /Present Post Held :					
पहचान संख्या / ID No. :		मूल वेतन :Basic Pay :			अनुभाग SECTION:		
क्र. सं. Sl. No.	जिला, उप-मंडल, तालुक और गांव का नाम जिसमें संपत्ति स्थित है Name of District, Sub Division, Taluk and Village in which property is situated	संपत्ति, आवास, भूमि और अन्य इमारतों का नाम और विवरण Name and details of property, Housing, Lands and other buildings	* वर्तमान मूल्य Present Value	यदि खुद के नाम पर नहीं, तो किसके नाम पर है और सरकारी सेवक से उसका क्या संबंध है If not in own name state in whose name held and his / her relationship to the Government Servant (#)	कैसे अधिग्रहण -खरीद ** / बंधक, वंशानुक्रम, उपहार या अन्यथा, अधिग्रहण की तारीख और जिनसे अधिग्रहण किया गया है How acquired - Purchase **/Mortgage, inheritance ,gift or otherwise, date of acquisition & from whom acquired	संपत्ति से वार्षिक आय Annual Income from the property	टिप्पणी Remarks

नोट: घोषणा फार्म को ग्रुप ए, ग्रुप बी और ग्रुप सी सेवा के प्रत्येक सदस्य द्वारा नियम 18 (1) (ii) सीसीएस (आचरण)नियम 1964 के तहत सेवा में पहली नियुक्ति पर भरने और जमा करने की आवश्यकता है और उसके बाद हर बारह महीने के अंतराल पर, पट्टे पर या बंधक पर, उसके द्वारा या उसके परिवार के किसी भी सदस्य के नाम पर या किसी भी अन्य के नाम पर स्वामित्व, अर्जित या विरासत में मिली सभी अचल संपत्तियों का विवरण देना है।

Note : The declaration form is required to be filled in and submitted by every member of Group A, Group B & Group C service under Rule 18 (1)(ii) of CCS (Conduct) Rules 1964 on 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 / 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.

# अनुचित खंड को हटाएं / Inapplicable clause to be struck out.

\*\* यदि ऐसी स्थिति में मूल्य का आकलन करना संभव नहीं है, तो वर्तमान स्थितियों के संबंध में अनुमानित मूल्य का सही संकेत दिया जा सकता है।

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

\*\*\* इसमें अल्पावधि पट्टा भी शामिल है / Includes short term lease also.

हस्ताक्षर और तारीख / SIGNATURE & DATE

कार्यालय महालेखाकार (ले व ह), तमिलनाडु, चेन्नई 18 -OFFICE OF THE PR.ACCOUNTANT GENERAL (A&E), TAMIL NADU, CHENNAI - 18

31/12/2024 तक के लिए वार्षिक संपत्ति रिटर्न ANNUAL PROPERTY RETURNS AS ON 31/12/2024 फार्म II(आश्रितों) FORM II [DEPENDANTS]

नाम / Name :		वर्तमान पद पर /Present Post Held :					
पहचान संख्या / ID No. :		मूल वेतन :Basic Pay :		अनुभाग SECTION:			
क्र. सं. SI. No.	जिला, उप-मंडल, तालुक और गांव का नाम जिसमें संपत्ति स्थित है Name of District, Sub Division, Taluk and Village in which property is situated	संपत्ति, आवास, भूमि और अन्य इमारतों का नाम और विवरण Name and details of property, Housing, Lands and other buildings	* वर्तमान मूल्य Present Value	यदि खुद के नाम पर नहीं, तो किसके नाम पर है और सरकारी सेवक से उसका क्या संबंध है If not in own name state in whose name held and his / her relationship to the Government Servant (#)	कैसे अधिग्रहण-खरीद ** / बंधक, वंशानुक्रम, उपहार या अन्यथा, अधिग्रहण की तारीख और जिनसे अधिग्रहण किया गया है How acquired - Purchase **/Mortgage, inheritance ,gift or otherwise, date of acquisition & from whom acquired	संपत्ति से वार्षिक आय Annual Income from the property	टिप्पणी Remarks

नोट: घोषणा फार्म को ग्रुप ए, ग्रुप बी और ग्रुप सी सेवा के प्रत्येक सदस्य द्वारा नियम 18 (1) (ii) सीसीएस (आचरण)नियम 1964 के तहत सेवा में पहली नियुक्ति पर भरने और जमा करने की आवश्यकता है और उसके बाद हर बारह महीने के अंतराल पर, पट्टे पर या बंधक पर, उसके द्वारा या उसके परिवार के किसी भी सदस्य के नाम पर या किसी भी अन्य के नाम पर स्वामित्व, अर्जित या विरासत में मिली सभी अचल संपत्तियों का विवरण देना है।

Note : The declaration form is required to be filled in and submitted by every member of Group A, Group B & Group C service under Rule 18 (1)(ii) of CCS (Conduct) Rules 1964 on 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 / 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.

# अनुचित क्लॉज को हटाएं / Inapplicable clause to be struck out.

\*\* यदि ऐसी स्थिति में मूल्य का आकलन करना संभव नहीं है, तो वर्तमान स्थितियों के संबंध में अनुमानित मूल्य का सही संकेत दिया जा सकता है।

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

\*\*\* इसमें अल्पावधि पट्टा भी शामिल है / Includes short term lease also.

हस्ताक्षर और तारीख / SIGNATURE & DATE