



PAG(A&E)/PWC II/G1.V/2025-26/

02/01/2025

CIRCULAR

Attention is invited to Rule 18 of the CCS (Conduct) Rules, 1964 and all staff members are requested to 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 or any other member of family of a Government servant out of his or her own funds (including shridhan, 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.**

Officials' who had joined office **during 2025 should furnish complete details of all immovable property in their name in the prescribed form.** All other Officers / Officials should furnish the return with the endorsement "No change", if they had not acquired /disposed off any property during the year 2025.

Staff are also required to furnish details of their transactions 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 2025 [as on 31.12.2025] along with the proforma regarding shares etc. in respect of Group A and Group B shall be submitted to PWC II Section on or before **31/01/2026.**

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

(Vide orders of Senior Deputy Accountant General (Accounts) dated 31/12/2025)

Senior Deputy Accountant General (Accounts)

Encl:- Annual Property Returns form and shares form

To:
All Divisional Accountants/ Divisional Accounts Officers.

31/12/2025 तक के लिए वार्षिक संपत्ति रिटर्न ANNUAL PROPERTY RETURNS AS ON 31/12/2025 फार्म । (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 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.ACOUNTANT GENERAL (A&E), TAMIL NADU, CHENNAI – 18

31/12/2025 तक के लिए वार्षिक संपत्ति रिटर्न ANNUAL PROPERTY RETURNS AS ON 31/12/2025 फार्म II(आश्रितों) FORM II [DEPENDANTS]

नाम / Name :		मूल वेतन :Basic Pay :		वर्तमान पद पर /Present Post Held :	
पहचान संख्या / ID No. :	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 अद्वितीय-खरीद ** / बंधक, वंशानुक्रम, उपहार या अन्यथा, अद्वितीय की तारीख और जिनसे अद्वितीय किया गया है How acquired - Purchase **/Mortgage, inheritance, gift or otherwise, date of acquisition & from whom acquired

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

**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