



महानिदेशक लेखापरीक्षा (केंद्रीय) चेन्नै का कार्यालय  
**OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL),  
CHENNAI**

लेखापरीक्षा भवन, 361, अण्णा सालै, , चेन्नै - 600 018.  
**Audit Bhavan, 361, ANNA SALAI, CHENNAI – 600 018.**



No. DGA(C)/Legal Cell/11-38/2025-26/ 228

Dt07.01.2026

**CIRCULAR**

**Sub: Annual Immovable Property Return for the year 2025 as on 01.01.2026**

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. In consonance with Headquarters Office Circular No.03-Staff (Disc.-I)/2024 No.- 272/Staff (Disc.-I)/11-2024 dated 22.01.2024, all **Senior Audit Officers** of this Office are to fill their Annual Immovable Property Return for the year 2025 (as on 01.01.2026) through online in **SPARROW Portal**. It is instructed that a copy of filled IPR in SPARROW Portal shall be furnished to Legal Cell of this office through their respective wings.

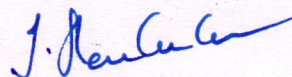
3. All **Group Officers** are requested to fill their Annual Immovable Property Return for the year 2025 (as on 01.01.2026) online in **SPARROW Portal**.

4. **Rest of the Officials belonging to Group 'B', Group 'C' and erstwhile Group 'D' cadre** are instructed to furnish the Annual Immovable Property Return for the year 2025 (as on 01.01.2026) for Self and Dependents in the prescribed format (enclosed herewith) giving full particulars. Where no change has taken place during the year 2025 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 overleaf) in the respective columns 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.



5. All the officials are requested to submit the IPR in complete format through their respective wings **on or before 30.01.2026.**

6. **Branch Officers/controlling sections are to monitor compliance of submission of the said Annual Return by all officials working in respective wing, so as to ensure complete consolidation and transmission of all the forms to Legal cell by 05.02.2026**



Deputy 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
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



**FORM I: (SELF)**  
**STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2025 (AS ON 01.01.2026)**

1. Name of the official (in full) and service to which the official belongs :
2. Official Email ID :
3. Present Post held/Section :
4. Present Pay :

Name of District, Sub-Division, Taluk & Village in which property is situated	Name and details of Property housing Lands and other Building	* Present Value	If not in own name state in whose name held and his/her relationship to Govt. Servant (\$)	How acquired whether by purchase **mortgage inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired	Annual income from the property	Remarks

**NOTE:-** The declaration form is required to be filled in and submitted by every member of Group 'A', Group 'B', Group 'C' and erstwhile Group 'D' service under Rule 18 of the CCS (Conduct) Rules, 1964 on first appointment to the service and thereafter at the interval of every 12 months, giving particulars of all immovable property owned, acquired or inherited 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. (\$) If not applicable, clause to be struck out.\* In case where it is not possible to assess the value accurately, the approximate value relating to present conditions may be indicated.

\*\* includes short term lease also.

**Date:**

**Signature of the Government servant:**

**(P.T.O.)**



**FORM II: (DEPENDENTS)**  
**STATEMENT OF IMMOVABLE PROPERTY MADE OUT OF THE FUNDS INCLUDING STRIDHARN, GIFTS, INHERITANCE, ETC., OF THE DEPENDENTS FOR THE YEAR 2025 (AS ON 01.01.2026)**

1. Name of the official (in full) and service to which the official belongs :
2. Official Email ID :
3. Present Post held/Section :
4. Present Pay :

Name of District, Sub-Division, Taluk & Village in which property is situated	Name and details of Property housing Lands and other Building	* Present Value	If not in own name state in whose name held and his/her relationship to Govt. Servant (\$)	How acquired whether by purchase ** mortgage inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired	Annual income from the property	Remarks

**NOTE:-** The declaration form is required to be filled in and submitted by every member of Group 'A', Group 'B', Group 'C' and erstwhile Group 'D' service under Rule 18 of the CCS (Conduct) Rules, 1964 on first appointment to the service and thereafter at the interval of every 12 months, giving particulars of all immovable property owned, acquired or inherited 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.

(\$) If not applicable, clause to be struck out.

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

\*\* includes short term lease also.

**Date:**

**Signature of the Government servant:**