



प्रधान महालेखाकार (लेखा-परीक्षा) का कार्यालय असम

बेलतला, गुवाहाटी - 781 029

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)
ASSAM

Circular No: Conf/Audit/2021-22/36

Date: 11/01/2022

CIRCULAR

Every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return regarding the **immovable property** inherited by him or owned or acquired by him or held 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 person in terms of *Rule 18 (1) (ii) of CCS (Conduct) Rules, 1964*.

Accordingly, officers/officials of this office, who had served in the following cadres in the calendar year 2021 are requested to submit their **Annual Property Return (Immovable)** for the year 2021:

- (i) Senior Audit Officer
- (ii) Assistant Audit Officer
- (iii) Supervisor
- (iv) Assistant Supervisor
- (v) Senior Auditor
- (vi) Stenographers Grade-I
- (vii) Officials of Hindi Cadre

The Return must be submitted to this end, in the enclosed format on or before **31st January 2022**.

[Authority: Sr. DAG (Administration)'s order dated 11.01.2022]

Sd/-

Sr. Audit Officer (Confidential)

Memo No: Conf/Audit/APR/7-9/2021-22/458-463

Date: 11/01/2022

Copy to:

- 1) Secretary to the Principal Accountant General (Audit) Assam, Guwahati
- 2) PA to all the Group Officers
- 3) All Branch Officers & Section In-charge – *They are requested to relay the contents of this circular to all concerned officers/officials under their disposals including the officers/officials on OAD and provide a copy of the blank APR (Immovable) Form to each officers/officials.*
- 4) BO/ISW *He is requested to upload the circular and blank APR (Immovable) form in the office website.*
- 5) Hindi Cell - *for translation and necessary action.*
- 6) Main Notice Board

DAG
11/01/22

Sr. Audit Officer (Confidential)

Statement of Immovable Property Return for the year 2021 (as on 01-01- 2022)

1. Name of the Officer/Official (in full) and Service _____
to which the officer/official belongs.

3. Present Post Held: _____

2. Cadre: _____
(In case of all India service officers)

4. Present Pay: _____

Name of the District, Sub-Division, Taluka and Village in which property is situated (full location & postal address)	Name and details of Property,		Cost of construction/ Acquirement (and year when purchased) including of land in case of house	Present Value *	If not in own name, state in whose name held and his/ her relationship with the Government Servant	How acquired, whether by purchase, lease**, mortgage, inheritance, gift or otherwise, with date of acquisition and name with details of person(s) from whom acquired	Annual income from the property	Remarks
	Housing and other buildings	Land						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Date: _____

Signature:.....

Note: Please read the notes before filling up the Form.

- NOTES**
- 1) * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
 - 2) ** Includes short term lease also.
 - 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II services under relevant provision of Conduct Rules and on the 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/her or held by him/her on lease or mortgage, either in his/her own name or in the name of any members of his/her family or in the name of any other person dependent on the Government servant.
 - 4) The wording 'No change or No addition or as in previous year' may be avoided and all details are to be filled up.