



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I), तमिलनाडु
“लेखापरीक्षा भवन” 361, अण्णा सालै, तेनाम्पेट, चेन्नै - 600 018.

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), TAMIL NADU

"LEKHA PARIKSHA BHAVAN" 361, Anna Salai, Teynampet, Chennai - 600 018.



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

No. PAG (Audit-I)/ Admn. III/IV/2025-26/343

Dated: 29.12.2025

CIRCULAR

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 / held on lease / mortgage either in his/her name or in the name of any member of his/her family or in the name of any other person.

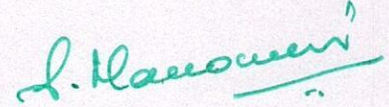
2. Headquarters Office vide its Circular No.03-Staff(Disc.-I)/2024 No.272/Staff(Disc.-I)/11-2024 dated 22.01.2024 directed all Heads of Department in IA&AD (having cadre control of Sr. AOs) to instruct all the Sr. AOs of their office to fill their Annual Immovable Property Return (IPR) online in SPARROW portal for the year 2023 onwards. Further, it was also directed that a copy of the filled Immovable Property Return (IPR) be placed in their personal file maintained by the office concerned.

3. Accordingly, all Sr. Audit Officers of this Office are requested to fill their Annual Immovable Property Return for the year 2025 (as on 01.01.2026) online in SPARROW Portal. It is instructed that copy of filled IPR in SPARROW Portal shall be furnished to Admn. III section and Admn. II section of this Office for placing in personal file, as instructed by Headquarters Office.

4. All other Officials belonging to Group 'B', Group 'C' and erstwhile Group 'D' officials are requested 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 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 requested to submit **the IPR in complete format to the respective Coordination/ Controlling sections at local Headquarters Office, Chennai on or before 31.01.2026.**

5. As per DoPT OM eF.No.11013/17/2023-PP-A.III dated 14th July 2023, failure on the part to comply with this requirement can form good and sufficient reason for instituting disciplinary proceedings against the Official.

(This issues with the approval of Pr. Accountant General)



Sr. Deputy Accountant General/Admn.

$\frac{2}{2}$

To

1. All Group 'A' officers of O/o the PAG (Audit-I), Tamil nadu
2. All Group 'B' officers of O/o the PAG (Audit-I), Tamil nadu
3. All Group 'C' and erstwhile Group 'D' staff of O/o the PAG (Audit-I),
Tamil nadu
4. All Section Heads /SAO (co-ordination)
5. (SAO, AAO, Section Emails) - for wide circulation among section staff
and request to take necessary action to comply with the instructions in
circular within due date and furnish consolidated returns and list of officials
(alphabetical order) including Field Parties, RA units, Branch Offices under
their control to Admn. III section by 10.02.2026 positively.
6. SAO/Admn - with request to place copy of IPR filled in SPARROW Portal (in
respect of Sr. AOs) in their respective personal files.
7. SAO/EDP – for hosting in website and in Digital display unit
8. Notice Boards

Copy to:

1. Senior Audit Officer/Admn.,
O/o the PAG (Audit-II), Tamil nadu and Puducherry, Chennai
2. Senior Audit Officer/Admn.,
O/o the DGA (Central), Chennai

- for information and necessary action

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: