

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) HARYANA, CHANDIGARH
OFFICE ORDER

Subject: Submission of Immovable Property Returns for the Calendar Year 2023 as on 01.01.2024

As per Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Establishment Division Office OM F No. 11013/7/2014- Estt A-III dated 23.07.2015, the Annual Property Returns are required to be filled by all Government Servants belonging to Group-A, B, and C as per Rule 18(4) of Central Civil Services (Conduct) Rules 1964.

The said return for the Calendar year 2023 is required to be filed by 31.03.2024 through '**Online Mode only**'. An NIC form has been generated to facilitate the same. Following instructions may be followed for filling up of the Immovable Property Return for the year 2023.

1. The form is associated with official e-mail IDs of employees i.e. @cag.gov.in . Therefore, all the employees will receive an e-mail on their official e-mail ID containing a link to an online portal along with an alphanumeric code which is required to be entered as password.
2. Upon clicking the received link employees will have to enter their username which will be their official email address e.g. xxxx/cag.gov.in. The password will be the alphanumeric code as mentioned in Sr. no. 1 above.
3. After submission of username and password, employees can enter their details such as Name, I.D. No. etc. along with the details of their Immovable Property, separately for 'self' and for 'family'.
4. To avoid duplicity of forms, each employee is allowed to submit their form **only once**. Therefore, all the employees are requested to exercise caution while submitting their filled-up form.
5. Upon submission, users will have the option to save a copy of their filled-up form.
6. **Please mention the permission no. date- etc clearly in the IPR.**
7. **All the DA's are directed to examine their IPR before submitting the form. It should be ensured that all the entries have been made correctly. Any false information given in the form will viewed seriously and disciplinary action may be initiated under CCS Conduct Rules.**

It is, therefore, requested that the said return may be submitted by all the Government Servants belonging to Group-A, Group-B (Gazetted and Non-Gazetted).

Failure to comply with the requirement of the aforesaid rule can form good and sufficient reason for initiating disciplinary proceedings against the officer/official concerned and may also affect their transfer/posting and promotion. **Those who have already submitted their IPR through offline mode are also directed to fill the return on online mode also.**

- Sd -
Sr. Dy. Accountant General (Works)

No. WM(A)/IPR/2023-24/1316

Dated: 08.02.2024

Copy of the above is forwarded to the following (through official website).

1. All concerned DA/DAO-II/DAO-I/Sr.DAO.
2. P.A. to Sr. Dy. Accountant General (Admn).
3. Sr. Accounts officer, IT cell for information & necessary action.


Sr. Accounts Officer (Works)

