



कार्यलय प्रधान महालेखाकर (लेखा परीक्षा-II) तमिलनाडु एवं पुडुचेरी
“लेखा परीक्षा भवन”, 361, अण्णा सालै, तेनाम्पेड, चेन्नै-600018.
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II),
TAMIL NADU AND PUDUCHERRY, “LEKHA PARIKSHA BHAVAN”, 361,
ANNA SALAI, TEYNAMPET, CHENNAI-600018.

No.PAG (AU II)/Admn/VI/7-261/2023-2024/151

Dt.03.01.2024

CIRCULAR No.09

1. A reference is invited to Rule 18(1)(ii) of the Central Civil Services (Conduct) Rules 1964 and according to which every Government Servant belonging to any service or holding any post included in **Group 'A', Group 'B' and Group 'C' (including MTS)** shall submit an annual return giving full particulars regarding immovable property inherited by him/her or owned or acquired by him/her or held 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.

2. **All Group 'A'(IA&AS) may upload in the SPARROW and Group "A" (Non-IA&AS), Group 'B' and Group 'C' (including MTS) staff** of this office are requested to furnish the return on Immovable Property for the year **2023 (as on 01.01.2024)**, which is required to be filed **by the 31st January 2024**, in the prescribed form enclosed. The complete details of all Immovable Properties owned, acquired, inherited or held on lease or mortgage in respect of self and dependents should be furnished. In cases where there are no change(s) during the year 2023, with regard to immovable property, the annual return may be merely endorsed with the words "**No change " or " Same as last year"**". The forms may also be superscribed "**Self and Dependents**" separately.

3. The returns may kindly be sent to the undersigned **on or before 31.01.2024**

(Vide orders of Principal Accountant General)

E. Ramesh
03/01/2024

Senior Audit Officer/Admn.

To

1. All Group Officers
2. All Branch Officers
3. All Staff Members
4. Notice Board
5. Unit-IV
6. Hindi Section

FORM I (SELF)
STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2023
(AS ON 01.01.2024)

1. Name of the Officer (in full) and service to which the Officer belongs
2. Present post held
3. Present pay

Name of the District, Taluk & Village in which property is situated	Name and details of property housing lands and other buildings	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 property	Remarks

NOTE: The declaration form is required to be filled in and submitted by every member of Group 'A and 'B' service under Rule 18 of 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 included.
- ** Includes short-term lease also.

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 2023
(AS ON 01.01.2024)

1. Name of the Officer (in full) and service to which the Officer belongs
2. Present post held
3. Present pay

Name of the District, Taluk & Village in which property is situated	Name and details of property housing lands and other buildings	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 property	Remarks

NOTE: The declaration form is required to be filled in and submitted by every member of Group 'A and 'B' service under Rule 18 of 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 included.
- ** Includes short-term lease also.

Signature of the Government Servant.