

Office of the Pr. Accountant General (Audit-I) West Bengal
Treasury Buildings, Kolkata - 700001

O.O.No. Admn-III/9-7/Assets & Liabilities/Vol-IV/38 Dated: 29.12.2025

Sub: Central Civil Services (Conduct) Rules, 1964 - Submission of Declarations of Immovable Property Returns and Transactions in shares, debentures, securities etc. by the Govt. Servants - Regd.

In accordance with the provisions contained in Rule 18(1)(ii) and O.M. No. F.No. 11013/7/2014-Estt.A-III dated 05.01.2016, issued by Ministry of Personnel, Public Grievances and Pensions, Deptt. Of Personnel & Training, **all Sr. Audit Officers, and staff of this office belonging to Gr. "B", Gr. "C" and erstwhile Gr. "D"** are required to submit an annual return (referred as Annexure-I) of 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 other person.

Further, in terms of the O.M. No. F.No.11013/6/2018-Estt.A-III dated 07.02.2019 issued by Ministry of Personnel, Public Grievances and Pensions, Deptt. Of Personnel & Training., **all Sr. Audit Officers as well as Gr. "B", Gr. "C" and erstwhile Gr. "D" officials** are required to submit an annual return (referred as Annexure-II) of detailed transactions of sale, purchase or both in shares, securities, debentures, mutual fund schemes etc., ***if the total transactions exceeds six months' basic pay of Government servant during the calendar year.***

Annexure-I in duplicate *i.e.* one for self and the other for the members of the family of the Govt. Servant, and Annexure-II, for the year ending on 31.12.2025 may be submitted to Admn.III Section **on or after 01.01.2026 but within 31.01.2026** for taking further necessary action at this end.

Also, as per Hqrs. Circular No. 03-Staff (Disc.-I)/2024 vide letter No.272/Staff(Disc-I)/11-2024 dated 22.01.2024, **all Sr. Audit Officers of this office** are required to fill their Annual Immovable Property Return (IPR) online in SPARROW portal instead of Annexure-I for the

year 2025 and the copy of the same, along with Annexure-II (mentioned above) are to be submitted in Admn.III Section.

Branch Officers concerned are requested to inform the officials under their control.

It may be noted that failure to comply with the requirement of the aforesaid rule will form good and sufficient reason for instituting disciplinary proceedings against the erring officials. Strict action may be taken against employees who fail to submit the returns in time or furnishing wrong information. Further, in terms of DoPT. OM No. 11012/11/2007-Estt.A dated 27.09.2011, the officers are also informed that non-submission of Annual Immovable Property Returns within the stipulated date, would invite the denial of vigilance clearance and they will not be considered for empanelment for senior level posts in Government of India.

*S. Banerjee
29/12/2025*

Sr. Audit Officer (Admn. 3)

**// Authority: DAG (Admn)'s order dated 29.12.2025
Kept in File No. O.O.No. Admn-III/9-7/Assets & Liabilities/Vol-IV/**

***For all Circulation through E-mail
Forwarded to EDP section for uploading this Office
Order in the official website.***

Hindi Version follows

FORM FOR SELF/MEMBERS OF THE FAMILY OF THE GOVT. SERVANT)

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2025 (ACQUIRED UPTO 31.12.2025)

AS ON 01.01.2026

Name of the officer/official in full:

Present post held/Scale of pay:

Present Pay:

Name of the Dist./Sub-Divn./ Taluk/Village in which property is situated	Name & Details of property		If not in own name State in whose name it belongs and his/ her relationship to the Govt. Servant	How acquired whether by purchase, lease, mortgage or heritance, gift or otherwise, with date of acquisition and name with details of person(s) from whom acquired	Annual Income from the property	Remarks
	Housing or Land	Present Value				
1	2	3	4	5	6	7

NB: Inapplicable clause to be struck off, in case whether it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated. Property includes short term lease also.	Signature with date: Place: Sl. No.: (In Gradation list as on)
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Proforma for intimation under Rule 18(4) of CS (Conduct) Rules, 1964 for transactions in shares, securities, debentures, investment in mutual fund schemes, etc.

1. Name of the Government servant: _____

(a) Designation: _____

(b) Service to which belongs: _____

(c) Employee No./ Code No.: _____

2. Scale of Pay and Present Pay: _____

3. Details of each transaction made in shares, securities, debentures, mutual funds scheme, etc. during the calendar year. _____

4. Particulars of the party/firm with whom transaction(s) is made:

(a) Is party related to the applicant? _____

(b) Did the applicant have any dealings with the party in his/her official capacity at any time or is the applicant likely to have any dealings with him in the near future. _____

5. Source(s) from which financed:-

(a) Personal savings.

(b) Other sources giving details

6. Any other relevant fact which applicant may like to mention.

Declaration

I hereby declare that the particulars given above are true.

Place:

Signature

Date:

Designation: