

IMPORTANT CIRCULAR NO.02



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.  
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2641142.



No.AN/I/720/IPR /Vol- XIX

Dated: 05<sup>th</sup> January, 2016

To

All Sections in MO Guwahati  
All Sub-Offices as per standard list  
All SAOs/AOs/Hindi Officer.  
All Proforma Strenght under CDA Guwahati

Subject: Declaration of Immovable property by the Government servants-Group-"B" Officers.

The Immovable Property Return (IPR) for the year 2015 showing position as on 1<sup>st</sup> January, 2016 may please be submitted in duplicate in the enclosed Proforma in the 2<sup>nd</sup> week of January 2015 positively for onward transmission to the HQrs Office, New Delhi.

It may please be ensured that the IPR is complete in all respect. The full details of the property should be clearly mentioned inter-alia citing the reasons of any change in IPR caused during the year. The word 'No Change' or 'Same' should not be used as instructed by HQrs. Office.

Please acknowledge receipt.

Encl: As above

Copy To:

**Officer-In- Charge**  
EDP Centre  
M.O. CDA Guwahati

: For uploading in the website of CDA Guwahati website please.

*H. B. DUTTA*

( H. B. DUTTA )  
SR. ACCOUNTS OFFICER (AN)

*H. B. DUTTA*

( H. B. DUTTA )  
SR. ACCOUNTS OFFICER (AN)

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2015 AS ON 1<sup>ST</sup> JANUARY, 2016

Name of the officer (in full) :  
Present Post held :

Present Pay PB - Rs.

Grade Pay-

Name of District, Sub-division Taluk and Village in which Property is situated	Name and details of property, Housing lands & others, buildings	* Present Value	If not in own name state in whose name held and his / her relationship to the Govt. Servant	** How acquired? Whether by purchase, lease, mortgage, inheritance gift or otherwise with date of acquisition and name with details of persons from whom acquired.	Annual income from the property	Remarks
1	2	3	4	5	6	7

Inapplicable clause be stuck out.

\* In case where it is not possible to assess the value accurately the approximately value in relation to present conditions may be indicated.

\*\* Includes short term lease also

Note: The declaration form is required to be filled and submitted by every member of Class – I and Class – II service under Rule 18(1) of the Central Civil Services (Conduct) Rules 1964 on the first appointment to the service and thereafter at the interval of every year giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage either in his own name or in the name of any members of his family or in the name of any other person.

Place :

Date :

(SIGNATURE OF THE OFFICER)