OFFICE MEMORANDUM

Subject: Submission of Immovable Property Return for the year 2016 as on 1st January, 2017.

In terms of Rule 18(1) (ii) of the CCS (Conduct) Rules, 1964 every Government servant holding Group ‘A’ & ‘B’ post is required to submit an annual return to the Government giving full particulars of his/her immovable property inherited 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.


3. Full details of Immovable Property are to be given and expressions like “No change or same as last year” will not be accepted. If an officer does not own any property he/she should state so in the return rather leaving it blank and it should be duly signed by the officer with date.

4. As per DOPT O.M. No. 11012/11/2007-Estt. A dated 27.9.2011, the officers who have not submitted the IPR by the prescribed time would be denied vigilance clearance and will not be considered for empanelment for senior level posts in Government of India and deputations etc.

5. As per CS.I division of DOPT O.M. No. 26/02/2015-CS.I (PR/CMS) dated 13th December, 2016 (copy enclosed), all CSS officers including CSSS cadre officers are required to file their IPR for the year 2016 in time by 31.1.2017 through
the Web Based Cadre Management System only which is hosted at cscms.nic.in. Printout and duly signed copy of the IPR submitted online are to be retained in Vigilance Section in respect of SO/ASO/PS/PA and those in respect of Group ‘A’ CSS/CSSS officers are to be forwarded to CS Division of DOPT. Hence, all CSS/CSSS officers of the Ministry are therefore requested to submit the annual IPRs for the year 2016 online and sent a printout thereof, duly, signed to Vigilance Section for necessary action. IPRs received beyond the stipulated date or vide off-line mode shall not be regarded as conforming to the extant guidelines.

6. All officers holding Group ‘A’, ‘B’ and ‘C’ posts are, therefore, requested to submit the statement of IPR for the year 2016 (1.1.2016 to 31.12.2016) in the enclosed format so as to reach the S.O., Vigilance Section, MCA by 31.1.2017 positively.

7. All the addressee organizations are requested to ensure that all the officers under their jurisdiction submit their returns latest by 31.1.2017 for the year 2016.

8. Hindi Version will follow.

\[Signature\]

Deputy Secretary to the Govt. of India
Tel: 23389204.

Encl: AIPR Proforma.

To:

1. All Regional Directors.
2. All Registrars of Companies / Registrar, CRC, IICA Building, 5th Floor, Plot No. 6,6 & 8, Sector – 5, IMT, Manesar – 122 050.
3. All Official Liquidators.
4. Chairman, Competition Appellate Tribunal, Kota House Annexe, No. 1, Shahjahan Road, New Delhi.
5. Secretary, NCLT/Registrar, NCLAT, New Delhi.
6. Director, ICLS Academy, IICA, Manesar.
7. Director, SFIO, CGO Complex, New Delhi.
9. General Manager, IEPF Authority/ Chairman, IBBI, CMA Bhavan, 3,
Institutional Area, Lodhi Road, New Delhi.

The returns furnished by the Group 'C' officials may be maintained by the
prescribed authority in the aforesaid organisations.

Copy to:

All Officers/Sections in Ministry of Corporate Affairs (Headquarter.) for kind
information and necessary compliance.

Copy also to:

DD (e-governance), with a request to upload this circular on the website of this
Ministry under “Employees Corner”.

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The words "now to be entered on Government Ser-"..."tion of immoveable property returned for the year 2016 (as on 01.04.2017)

<table>
<thead>
<tr>
<th>(8)</th>
<th>(7)</th>
<th>(6)</th>
<th>(5)</th>
<th>(4)</th>
<th>(3)</th>
<th>(2)</th>
<th>(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Acquired from persons with whom the property was mortgaged</strong></td>
<td><strong>Acquired from persons with whom the property was purchased</strong></td>
<td><strong>Acquired from persons with whom the property was constructed</strong></td>
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<tr>
<td><strong>Annual</strong></td>
<td><strong>Graded Pay</strong></td>
<td><strong>Position/Office</strong></td>
<td><strong>Date of Birth</strong></td>
<td><strong>Designation</strong></td>
<td><strong>Service</strong></td>
<td><strong>Name of Officer (in full)</strong></td>
<td><strong>Name of District</strong></td>
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</tbody>
</table>

NOTES:

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

- **Signature:**

- **Date:**