OFFICE MEMORANDUM

Subject: Submission of Immovable Property Return (IPR) for the year 2017, as on 31.12.2017 by 31.01.2018-reg.

In terms of Rule 18(1)(ii) of the CCS(Conduct) Rules, 1964 and DPOT’s O.M. No. 11013/7/2014-Estt. A-III dated 29.10.2015 every Government Servant holding Group ‘A’, ‘B’ and ‘C’ 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. Full details of Immovable Property Return (IPR) 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.

2. As per extant instructions on the subject, non-submission of IPR within the stipulated date, would invite the denial of vigilance clearance for empanelment, deputation and applying to sensitive posts and assignment to tanning programme (expect mandatory training) as the IPR status needs to be checked for the said purposes.

3. As per CS-I division of DOPT O.M. No. 26/01/2017-CS-I (PR/CMS) dated 21.12.2017, CSS cadre officers are required to file their IPR for the year 2017 in time by 31.1.2018 through the Web Based Cadre Management System only which hosted at cscms.nic.in. Printout and duly signed copy of 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 and CSSS officers are to be forwarded to CS Division of DOPT. Hence all officers of CSS/CSSS of the Ministry are therefore requested to submit the annual IPR for the year 2017 online and sent 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.

4. In respect of members of IAS posted in the Ministry, a copy of E.O.& Additional Secretary, DOPT’s DO letter dated 22.12.2017 is enclosed for compliance.
5. APAR Cell, MCA has informed that all ICLS officers will file IPRs thorough IPR module in SPARROW portal for ICLS officers by 31.1.2018. Hence, all Group ‘A’ officers belonging to ICLS cadre are required to submit the IPR to Vigilance Section through the system of SPARROW which will be operational from 01.01.2018 onward. IPR (in the prescribed proforma) in respect of Group-B officers filed by them by 31.01.2018 may be forwarded to Vigilance Section, MCA. All Regional Offices, sub-regional offices need not forward IPRs of Group C under their control to MCA but to be maintained by offices concerned.

(B.P. Pant)
Deputy Secretary to the Govt. of India
Tele No. 23389204.

Encl: AIPR Proforma.

To:
2. General Manager, IEPF Authority, Ground Floor, Jeevan Vihar Building, Parliament Street, New Delhi.
3. Chairman, IBBI, 7th Floor, Mayur Bhavan, Shankar Market, Connaught Circus, New Delhi.
4. All Regional Directors, MCA.
5. All Registrars of Companies/ All Official Liquidators.
6. Secretary, NCLTs/Registrar, NCLAT, New Delhi.
7. Director, ICLS Academy, IICA, Manesar.
8. Director, SFIO, CGO Complex, New Delhi.

Copy to All Officers/Sections in Ministry of Corporate Affairs (HQ) 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”. ****
The columns should be filled up neatly in capital letters.

The wording "no change" or "no addition" or "as the previous year" should avoided and full details provided.

Person dependent on Government servant/his/ her heir or legal successor to the extent of any other service and interest of the deceased servant as per the Central Civil Services (Conduct) Rules, 1964. (Rule 18) (2) and (3) of the CS (Conduct) Rules, 1964 (now Rule 181) of the CS (Conduct) Rules, 1964 (now Rule 181) of the CS (Conduct) Rules, 1964.

The declaration form is required to be filled in and submitted by every member of Class I (Group A) and Class II (Group B) services under rule 25 (3) of the Central Civil Services (Conduct) Rules, 1964. (Rule 181) of the CS (Conduct) Rules, 1964 (now Rule 181) of the CS (Conduct) Rules, 1964.

**Note:** If not in occupation by purchase, lease.

<table>
<thead>
<tr>
<th>Remarks</th>
<th>Annual Income from which the property is acquired</th>
<th>Servant</th>
<th>Purchased and Year when case of house and vice versa were accepted by the Government to date of relationship with the servant.</th>
<th>Present Value if not in occupation</th>
<th>Other buildings and property in which servant is interested</th>
<th>Name and sub-division of taluk and village</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of property</td>
<td>________</td>
<td>________</td>
<td>________</td>
<td>________</td>
<td>________</td>
<td>________</td>
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Date:

Signature:

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Ministry/Department/Office:

Date of Birth:

Designation:

Service:

Statement of Immoveable Property Return for the Year 2017 (As on 31.12.2016)