

No.10/01/2011-CS.I(PR)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Division

2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi
Dated: 19th January, 2012.

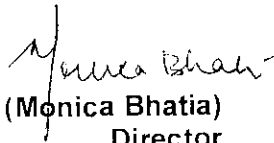
OFFICE MEMORANDUM

Subject: Annual Performance Appraisal Report – status of submission of Immovable Property Return by CSS officers – certification by the administrative division – reg.

CS Division is the custodian of ACR/APAR and Annual Immovable Property Return (IPR) of CSS officers of Under Secretary and above.

2. Under Rule 18 of the Central Civil Services (Conduct) Rules, 1964 an officer is required to furnish the IPR of a year by 31st January of the following year. The status of filing of IPR is also required to be indicated by the individual officers in the APAR. It has been observed that in some cases officers have indicated in their APARs that they had submitted the IPR on time, however, in many such cases, the IPRs have not been received in this Division. It may be on account of either non-submission or late submission by officer himself or not forwarding the IPR by the Ministries/ Departments to this Division. Since APAR format is supplied to the officers by 31st March of the year, much after the due date for submission of IPR, Ministries/ Departments can therefore easily verify the certificate given by officers in their APAR regarding submission of IPRs from their records.

3. All the Administrative Ministries/ Departments are, therefore, requested to verify the self certification given by the individual CSS officers regarding submission of IPRs in the APARs. In case of officers whose APAR's have to be forwarded to DoP&T, the same may be forwarded only after such verification. However, it should be ensured that such internal processes be put in place for this purpose that this should not in any way result in delay in completion of APARs as per timelines prescribed by DoP&T or delay forwarding of APARs to DoP&T.


(Monica Bhatia)
Director
Tele.: 24629411

To

Joint Secretary (Admn./Vig.),
All Ministries / Departments.