

**IMMEDIATE**

**No.26/1/2015-CS.I (PR/CMS)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**

\*\*\*\*\*

2<sup>nd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi.  
Dated: 15<sup>th</sup> January, 2015.

**OFFICE MEMORANDUM**

**Subject:** Immovable Property Return for the year 2014 (as on 31.12.2014)– submission through **cscms.nic.in** regarding -

CS.I Division, Department of Personnel & Training is the custodian of Annual Immovable Property Return (IPR) in respect of CSS officers of Under Secretary and above levels.

2. As Ministries/ Departments are aware that all Government servants are now required to file information and returns regarding movable and immovable property under the Lokpal and Lokayuktas Act, 2013. In this regard, queries have been received as to whether there is any need for public servants to file property returns under the CCS (Conduct) Rules, 1964, in addition to information and returns under the Lokpal and Lokayuktas Act, 2013. The matter has been examined in this Department and it has since been clarified vide O.M.No.407/12/2014-AVD-IV(B) dated 13.01.2015 (Para 7 (b) of the OM refers) that Govt. servants will be required to file annual property return as per existing provisions of CCS (Conduct) Rules, 1964 also. Accordingly, all CSS Officers are directed to file immovable property return by 31.1.2015.

3. As already informed, **IPR should be submitted by all CSS Officers** through the Web Based Cadre Management System which is hosted at **cscms.nic.in** Print out of the IPR submitted online in respect of US and above level officers of CSS should also be submitted to CS.I Division as it being the custodian of IPR of these officers. The procedure for filing IPR is reiterated as under:

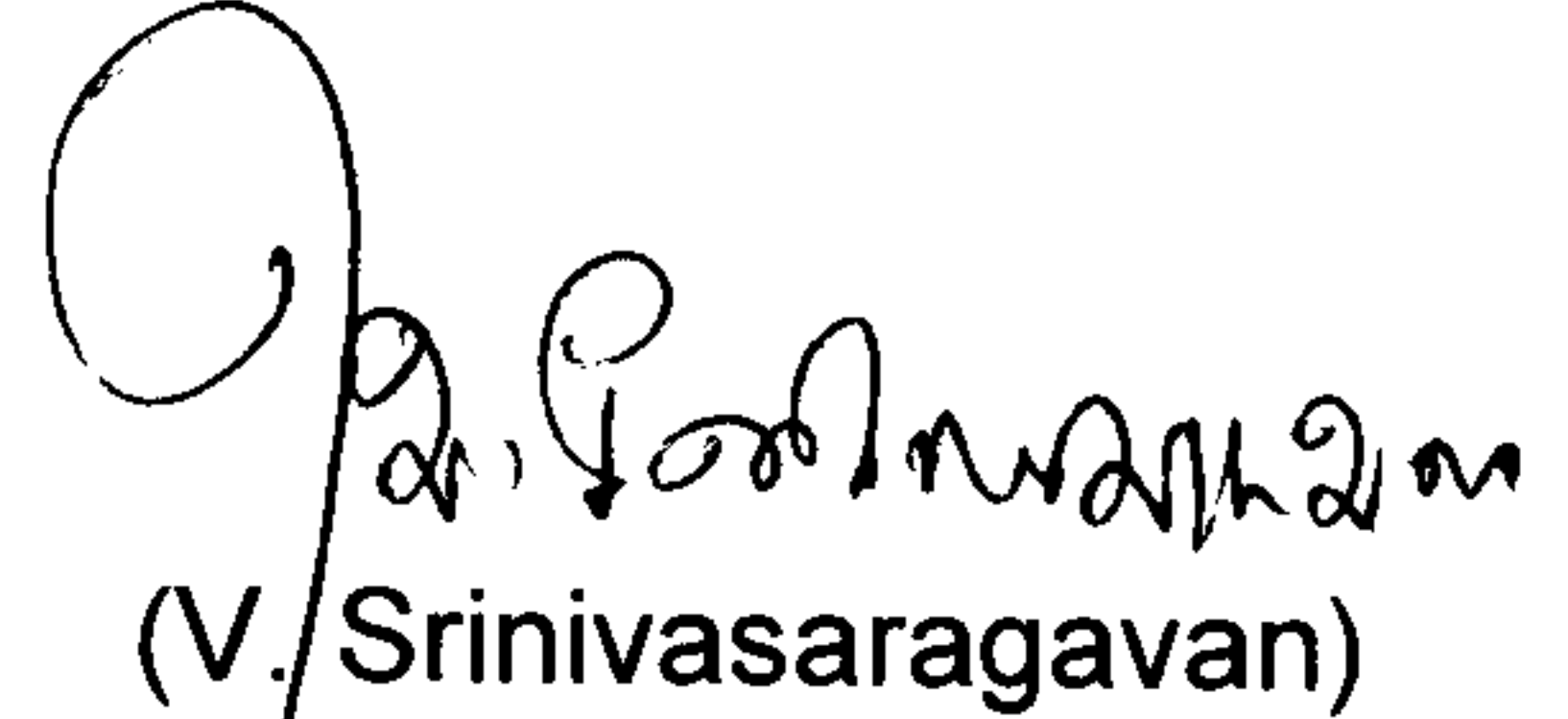
(i) **Login to the system at cscms.nic.in** by using the userid and password. In case of any difficulty in login please contact the nodal

officer of the Ministry/ Department for assistance. The generic Userid is eight digit date of birth followed by first four letters of name. Userid is also the employee code assigned to individual officers in the web based system. If the password is blocked, nodal officers can reset the password of individual employees by using the 'reset password' facility in the Tools Menu on the top of the screen. They can also provide 'Employee Code' from the system to individual officers to enable them to login to the system.

- (ii) **Verify** whether personal details are reflected in the system correctly. To verify the details click on the 'Employee Details' button. If the details are not correct, first have them rectified through Admin. Division of concerned Department before processing further.
- (iii) **Click 'IPR' button** on the top and then **click on 'Immovable Property Returns'** icon;
- (iv) **Click 'Add button'** and select IPR Year '**2014**';
- (v) In case the officer does not own any immovable property in terms of CCS (Conduct) Rules, click '**Submit NIL Report**' button;
- (vi) In case the officer owns any immovable property click '**Add New Property Details**'. If the officer owns more than one property the procedure has to be repeated till all the property details are added;
- (vii) After adding property details as mentioned above, **click 'Close' button**;
- (viii) Then **click 'Final Submission of IPR'** to submit the report ;
- (ix) Select '**2014**' under '**IPR Year**' and click '**View**'. The report as submitted by the officer will be viewed. Then click '**Print Report**' at the bottom of the screen to take a print out of the report. Sign the hardcopy of the report and submit to Admin Division/ Vigilance Division of the Department who will in turn forward the same to CS.I Division for records; and,
- (x) In case IPR is already submitted online last year, first click '**Add button**' and then click '**Copy Property Details from Last Year's IPR for Current Year**' button. Thereafter click '**modify**' button and submit it, if there is no change in the IPR details furnished last year. In case IPR is submitted online for the first time, then do not click the button 'Copy Property Details from Last Year's IPR for Current Year' instead click '**Add New Property Details**'.

4. Ministries/ Departments are requested that the contents of this O.M. may be widely circulated to the notice of all CSS officers working under their control. They should also ensure that the IPR for the year 2014 (as on 31.12.2014) is submitted by all officers within the stipulated period of 31.01.2015 without fail. Only the print out taken from the IPR module of the web based cadre management system in respect of Under Secretary and above level officers of CSS should be forwarded to CS.I Division for records.

5. In case of any difficulty, please contact CMC officials who have developed Web Based Cadre Management System at Telephone No.24629890.



(V. Srinivasaragavan)

Under Secretary to the Government of India

Tele:24629412

**All Ministries/Departments of Govt. of India through DOPT's website**