

No.26/01/2013-CS.I (U)
Government of India
Ministry of Personnel, Public Grievances and Pensions,
Department of Personnel & Training

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi,
Dated: 9th January, 2013.

OFFICE MEMORANDUM

Subject: Submission of Immovable Property Return for the year 2012 (as on 31.12.2012) by US and above levels of the Central Secretariat Service Officers - regarding

CS.I Division in this Department is the cadre controlling authority in respect of Central Secretariat Service (CSS) Officers. Ministries/ Departments are well aware that the Annual Immovable Property Return (IPR) in respect of CSS officers of Under Secretary and above level is maintained by this Division. Under Rule 18 of the Central Civil Services (Conduct) Rules, 1964 an officer is required to furnish the IPR in respect of a calendar year by 31st January of the following year.

2. The IPR for the year 2012 is required to be furnished by 31.01.2013 in the format annexed. While furnishing the IPRs it may be ensured that usage of phrases such as 'same as previous year' or 'no change' are not used and full particulars of the immovable property inherited/ owned/ acquired or held are furnished.

3. Administrative Ministries/ Departments are, therefore, requested that the contents of this O.M. may be brought to the notice of all CSS officers working under their control. They should also ensure that the IPR for the year 2012 (as on 31.12.2012) is submitted within the stipulated time by all the CSS officers and sent to this Division latest by 28.02.2013 for records.

4. **Web Based Cadre Management** As Ministries/ Departments are aware, this Department is in the process of launching of web based software solution for cadre management of CSS. The test version of the software is proposed to be launched by 31.1.2013. One of the modules of the system is submission of IPRs online. Once the system is launched, CSS Officers will also be required to submit the complete details of Immovable Property held by them in the on line system. Officers will not be able to view their details and use the system if their data is not entered into the system. Accordingly, those Ministries/ Departments who have not yet furnished data in respect of all CSS officers under their control is once again requested to complete the task immediately and forward the same to DoPT immediately.


(Utkarsh Tiwari)
Director
Tele.:24629411

To

Joint Secretary (Admn.),
Ministry/ Department (as per std list).

Statement of Immovable Property Return for the year 2011 (as on 31.12.2011)

Service: Central Secretariat Service

Name of Officer (in full): _____

Designation: _____

Date of Birth: _____

Ministry/Department/Office: _____

CSL No.: _____

Present pay: _____

Name of district sub-division, Taluk and Village in which property is situated.	Name and details of property - housing, lands and other buildings.	Cost of construction/ acquirement including land in case of house and year when purchased.	*Present Value	If not in own state in whose name held and his/her relationship to the Government 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)	(8)

Signature: _____

Date: _____

NOTES:

- 1) *In case where it is not possible to assess the value accurately the approximately value in relation to present conditions may be indicated.
- 2) **Includes short term lease also.
- 3) The declaration form is required to be filled in and submitted by every member of Class I and Class II (Group A and Group B) services under rule 15(3) of the Central Civil Services (Conduct) Rules, 1955, [now rule 18(1) of the CCS (Conduct) Rules, 1964] on the first appointment to the service and thereafter at the interval of every twelve months, 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 dependent on Government servant.
- 4) The wording 'no change' or 'no addition' or 'as in the previous year' should be avoided and full details provided.
- 5) The columns should be filled up neatly in capital letters.