

## REMINDER

**No.26/1/2013-CS.I(U)**  
Government of India  
Ministry of Personnel, Public Grievances and Pensions,  
Department of Personnel & Training

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2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi,  
Dated: 17<sup>th</sup> January, 2014

### OFFICE MEMORANDUM

Subject: Immovable Property Return for the year 2013 (as on 31.12.2013) by US and above level officers of CSS - submission through **cscms.nic.in** regarding

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The undersigned is directed to refer to Office Memorandum of even number dated 29.12.2013 on the subject mentioned above (available at *persmin.nic.in* →DoPT →Central Secretariat → CSS →Property Return).

2. As Ministries/ Departments are aware, CS.I Division, DoPT is the custodian of Annual Immovable Property Return (IPR) in respect of CSS officers of Under Secretary and above levels. In terms of Rule 18 of CCS (Conduct) Rules, 1964, IPR for the year 2013 is required to be furnished by 31.01.2014.

3. As informed vide this Department's OM No.21/11/2010-CS.I(U) dated 28.1.2013, IPR should henceforth be submitted through the Web Based Cadre Management System which is hosted at **cscms.nic.in** Print out of the IPR submitted online should also be submitted to CS.I Division. The procedure for filing IPR is reiterated as under:

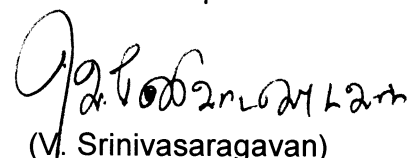
- (i) **Login to the system at cscms.nic.in** by using the userid and password. In case of any difficulty in login please contact the nodal officer of the Ministry/ Department for assistance. The generic Userid is eight digit date of birth followed by first four letters of name. Userid is also the employee 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 your Department before proceeding further;

- (iii) **Click 'IPR' button** on the top;
- (iv) **Click 'Add' button** and select IPR Year '2013';
- (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 '2013' 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) As IPR is submitted online for the first time, do not click the button 'Copy Property Details from Last Year's IPR for Current Year' button. This facility can be used only after all the property details are fed into the system for one year and this can be used from next year's IPR return.

3. 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 2013 (as on 31.12.2013) is submitted by all officers within the stipulated period of 31.1.2014 without fail. **Only the print out taken from the IPR module of the web based cadre management system in respect of US and above level officers of CSS should be forwarded to CS.I Division for records.**

4. 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

To

The Deputy Secretary/Director (Admn.),  
All Ministries/ Departments

Copy to: CMC Ltd., Lok Nayak Bhawan, New Delhi