

No.25/3/2013-CS-II(A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated the 10<sup>th</sup> January, 2013

**OFFICE MEMORANDUM**

Subject: Submission of Immovable Property Return for the year-2012 (as on 1.1.2013)

The undersigned is directed to say that the Annual Immovable Property Return (IPR) in respect of PSO/Sr.PPS/PPS level officers of the Central Secretariat Stenographers Service is required to be submitted to CS-II Division of this Department. The IPR for the year 2012 as on 1.1.2013 has now become due and is to be submitted latest by 31.1.2013.

2. All the Ministries/ Departments are, therefore, requested to obtain and forward the IPR for the year 2012 from the PSO/Sr.PPS/PPSs presently posted with them to this Department at the earliest (format enclosed). While furnishing the IPRs it may be ensured that usage of phrases such as "same as previous year" or "no change" are avoided and full particulars of the immovable property inherited/owned/acquired or held are furnished in terms of Rule 18 of CCS(Conduct) Rules, 1964.

3. Ministries/Departments are also requested to send the IPR in respect of previous year i.e. 2011 if not already submitted.



(Kameshwar Mishra)

Under Secretary to the Govt. of India  
Telefax: 24623157

To

All Ministries/Departments

**Statement of Immovable Property for the year-2012 (as on 1.1.2013)**

Service : Central Secretariat Stenographers Service (CSSS)

Name of officer (in full):- \_\_\_\_\_ Designation : \_\_\_\_\_ Ministry/Department: \_\_\_\_\_

Date of Birth- \_\_\_\_\_ Present pay: Basic \_\_\_\_\_ GP \_\_\_\_\_

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 name 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 approximate 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 CSS(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.