

F. No. 25/8/2021-CS.II(A)
Government of India
Ministry of Personnel, Public Grievances and Pensions,
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated: 30.12.2021

OFFICE MEMORANDUM

Subject: Submission of Immovable Property Return (IPR) for the year 2021 (as on 31.12.2021) by the Officers of Central Secretariat Stenographers' Service (CSSS) & Central Secretariat Clerical Service (CSCS)- Regarding.

In terms of Rule 18(1) of CCS (Conduct) Rules, 1964 the Immovable Property Return (IPR) is required to be furnished by the government officers/officials. In view of this all the officers/officials belonging to CSSS & CSCS Cadres are requested to submit their IPR by **31.01.2022** through Web Based Cadre Management System (CSCMS) **only** which is hosted at cscms.nic.in. A copy of the printout of the IPR, submitted online, duly signed in the case of CSSS officers from the grade of PPS and above, should be submitted to CS.II Division, which is the custodian of IPRs of these Officers. The group B and group C officer(s)/official(s) i.e. Private Secretary, Personal Assistant, Stenographer Grade D of CSSS Cadre and Senior Secretariat Assistant (SSA), Junior Secretariat Assistant (JSA) of CSCS Cadre shall submit and the printout of their IPR duly signed, to their respective **Admin/Vigilance Division**.

2. Ministries/Departments are requested that contents of this O.M. may be widely circulated to all Officer(s)/Official(s) belonging to CSSS & CSCS Cadres working under their respective control. They should also ensure that IPR for the year 2021 (as on 31.12.2021) is to be submitted within the stipulated time i.e. 31.01.2022. The Officer(s)/Official(s) may be informed that **non-submission of IPR within the stipulated date would invite denial of vigilance clearance for empanelment, deputation and for applying to sensitive posts, assignments and training programme (except mandatory training) as IPR status needs to be checked for the said purpose(s).**

3. It is, therefore, requested that all Officer(s)/Official(s) of CSSS & CSCS Cadres may be directed to file their Immovable Property Return (IPR) for the year 2021 (as on 31.12.2021) by 31.01.2022. IPRs received beyond the stipulated date, shall not be regarded as conforming to the extant guidelines. It is also stated that the **date of filing of IPR will start from 1st January, 2022 and the "Immovable Property Returns" window shall be opened at cscms.nic.in from that date.**

4. If any difficulty is experienced, officers/officials belonging to CSSS Cadre may send their issues along with their posting details at different grades (if any), Date of Birth at socs2a-dopt@nic.in and that of for officials belonging to CSCS Cadre may send at chowdhury.r13@nic.in under the heading "IPR-2021".



(P.B.Sahu)

Deputy Secretary to the Govt. of India
Tel No. 011-24622365

The Deputy Secretary/Director (Admn.),
All Ministries/Departments (*through DoPT website*)