

No. 25/1/2014-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003
Dated: 3rd January, 2014

OFFICE MEMORANDUM

Subject: Immovable Property Return for the year 2013 (as on 31.12.2013) by PPS and above level officers of CSSS -regarding.

CS.II Division, DoPT is the custodian of Annual Immovable Property Return (IPR) in respect of CSSS officers of the Grade of PPS /Sr.PPS/PSO. In terms of Rule 18 of CCS (Conduct) Rules, 1964, IPR for the year 2013 is required to be furnished by 31.01.2014.

2. In view of this the concerned officials are requested to submit their IPRs to this Department within the stipulated date. The IPR should be submitted through the Web Based Cadre Management System which is hosted at cscms.nic.in. Printout of the IPR submitted online should also be submitted to CS.II Division. In case the Web Based data in respect of any officer has not so far been furnished by the concerned Cadre Unit, the concerned officers as well as the Cadre Units are requested to immediately furnish the requisite data at dopt.cmc@gmail.com or wbcm-dopt@nic.in and then furnish the IPR online. The procedure for filling IPR is briefly given as under:

- (i) Login to the system at cscms.nin.in by using the userid and password. In case of any difficulty in login please contact the nodal officer of the Ministry/Department.
- (ii) Verify whether the 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.II Division for records.

(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 CSSS officers working under their control. They should also ensure that the IPR for the year 2013 (as on 31.12.2013) is submitted within the stipulated time by all the CSSS officers and sent to this Division latest by 28.02.2014 for records. Only the print out taken from the IPR module of the web based cadre management system in respect of PPS/Sr.PPS/PSO of CSSS should be forwarded to CS.II 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.



(Kameshwar Mishra)

Under Secretary to the Govt. of India

Telefax:24623157

To

The Deputy Secretary / Director (Admn)

All Ministries / Department

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