

**MOST IMMEDIATE**  
**IPR MATTER**

No.26/02/2011-CS.I(PR)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
CS-I Division

2<sup>nd</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi.  
Dated the 4<sup>th</sup> January, 2012.

**OFFICE MEMORANDUM**

**Subject: Submission of Immovable Property Return for the year 2011 (as on 01.01.2012) by the Central Secretariat Service Officers - instructions regarding.**

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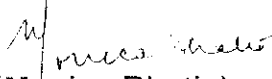
CS.I Division in this Department is the cadre controlling authority in respect of Central Secretariat Service (CSS) Officers. Ministries/ Departments are well aware that the Annual Immovable Property Return (IPR) in respect of CSS officers of Under Secretary and above level is maintained by this Division. The IPR is required to be furnished to this Division in respect of a calendar year by 31<sup>st</sup> January of the following year. However, it has been observed that in respect of the years 2009 and 2010, officers have not adhered to the due date and in several cases the IPRs were received in this Division much later only after repeated reminders. It has also been observed that in several cases the IPRs did not reflect the complete details of the property(ies) and only indicated 'same as previous year' or 'no change' etc. and hence did not provide the complete information.

2. Attention is also invited to this Department's O.M. No.11012/11/2007-Estt.A dated 27<sup>th</sup> September, 2011 notifying that Class 'A' officers, who do not submit the property return by the prescribed time would be denied vigilance clearance and will not be considered for promotion and empanelment for senior level posts in Government of India.

....2/-

3. The IPR for the year 2011 is required to be furnished by 31.01.2012 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.

4. 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 2011 is submitted within the stipulated time by all the CSS officers and sent to this Division latest by 28.2.2012 for records.

  
(Monica Bhatia)  
Director  
Tele.: 24629411

To

All Ministries/Departments.

Copy to:

1. Officers on deputation
2. US CS.I (D) – Submission of IPRs by DS and above level officers may be verified prior to according cadre clearance for deputation/ training and also prior to considering officers for promotion.

**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.