

No.26/1/2009-CS.I (PR)  
Government of India  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training

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2<sup>nd</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi  
Dated the 6<sup>th</sup> January 2011

OFFICE MEMORANUDM

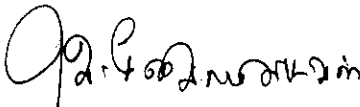
Subject: Submission of Immovable Property Return for the year 2010 (as on 1.1.2011)

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The undersigned is directed to say that as Ministries/ Departments are aware the annual statement of Immovable Property Return (IPR) in respect of Under Secretary and above level officers of the Central Secretariat Service is required to be submitted to CS-I Division of this Department. The IPR for the year 2010 furnishing information as on 1.1.2011 has now become due and is to be submitted latest by 31.1.2011.

2. All the Ministries/ Departments are, therefore, requested to obtain and forward the IPR for the year 2010 from all the CSS officers of US and above level 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. Reference is also invited to this Department's reminders issued vide O.M.s dated 22.11.2010 and 31.12.2010 for submission of IPR for the year 2009 (as on 1.1.2010) in respect of defaulting officers whose details have been posted in the website of this Department <http://www.persmin.nic.in> → Central Services Wing → CS Division → Central Secretariat Services → Property Returns. Ministries/ Departments are also once again requested to obtain the IPR from such defaulting officers and forward the same to this Department.

  
(V. Srinivasaragavan)

Under Secretary to the Government of India  
Tele: 24629412

To

All Ministries/Departments

## Statement of Immovable Property for the year 2010 (as on 1.1.2011)

Name of officer (in full) :

Present post held :

Service and CSL No. : Central Secretariat Service  
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 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 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.