

F. No. 26/02/2015-CS.I (PR/CMS)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
CS-I (PR/CMS) Section

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi,  
Dated December 13, 2016

**OFFICE MEMORANDUM**

**Subject** Submission of Immovable Property Return for the year 2016 (as on 31.12.2016) by the Officers of the Central Secretariat Services - regarding

In terms of Rule 18 of the CCS (Conduct) Rules, 1964, the Immovable Property Return (IPR) for the year 2016 (as on 31.12.2016) is required to be furnished by the CSS Officers latest by 31.01.2017. Non-submission of the IPR within the stipulated time period/date leads to the denial of vigilance clearance to the CSS officers for empanelment, deputation, cadre clearance etc.

2. It is observed that some Officers either do not file their on-line IPR in time or file the same after the stipulated time period/date, when they apply for deputation etc., This leads to administrative difficulties while processing their case(s), as filing of IPR within the stipulated time/period is mandatory. .

3. It is, therefore, requested that the CSS officers may be directed to file their Immovable Property Return (IPR) for the year 2016 (as on 31.12.2016) in time by 31.01.2017 through the Web Based Cadre Management System only. IPRs received beyond the stipulated date or vide off-line mode shall not be regarded as conforming to the extant guidelines.



(Raju Saraswat)

Under Secretary to the Government of India  
Tele: 24629412

To

The Deputy Secretaries/ Director of all Ministries/Departments

(through DoPT website)