F. No.C-29012/1/2014-Admn.I
Government of India
Ministry of Urban Development

Date : 31st December, 2013.

OFFICE MEMORANDUM

Subject : **Submission of Immovable Property Returns for the year 2013 – reg.**

The undersigned is directed to say that as per AIS (Conduct) Rules, 1968 and CCS (Conduct) Rules, 1964 all Group 'A' and 'B' Officers are requested to submit their Annual Returns of Immovable Property for each calendar year by the 31st January of the next year. To ensure timely submission of such returns by all the officers, a column regarding information about submission of these Returns by the officers has been included in the forms of PAR/APAR on the directions of the Deptt. of Personnel & Training. It is also added here that vigilance clearance will also be denied to the officers who has not submitted their Annual Immovable Property Returns.

2. DOP&T have launched the Web Based Cadre Management System for CSS/CSSS officers which is hosted at **cscms.nic.in**. One of the modules of the system is submission of Immovable Property Return online by Under Secretary/PPS and above level officers. In this regard DOP&T's OM No. 26/01/2013-CS.I (U) dtd.29.12.2013 is enclosed herewith.

3. All CSS/CSSS officers of the level of Under Secretary/PPS and above working in M/o Urban Development and M/o Housing & Urban Poverty Alleviation are requested to submit their Annual Return of Immovable Property for the year 2013 (as on 01.01.2014) online and a print out of the same may be forwarded to Administration by 31st January positively. All other officers under CSS/CSSS/Central Staffing Scheme are requested to submit the IPR 2013 in the prescribed proforma enclosed. It may also be noted that full details of Immovable Property be given and expressions like 'No Change' or 'same as previous year' will not be accepted.

(JITENDER KUMAR)
Under Secretary (Admn.)

Encl : As above.

To

1. PS to UDM/ PS to HUPAM/ PS to MOS (UD)
2. PSO/PPS to Secretary (UD)/Secretary (HUPA)/Addl. Secretary (UD)
3. PS to all Joint Secretaries/Economic Advisers/OSD(UT)
4. All Director/ Addl. Economic Advisers/Deputy Secretaries/Under Secretaries
5. All Desks/Units/Sections/Cells including Office of UDM, HUPAM,MOS (UD), CPHEEO in the Secretariat.
6. All Sr.PPS/PPS/PS/PAs/Assistants/Hindi Officials in M/o UD & M/o HUPA
7. Heads of Attached offices : with the request to take similar action as above and forward the Returns of Group A Officers directly to DOP&T under intimation to this Ministry.
8. Director (DD) for the IAS Officers working in DDA, NCR Planning Board : with the request to forward the Returns directly to DOP&T.
9. NIC, M/o UD : with the request to place the OM on the website of M/o UD.

No.26/1/2013-CS.I(U)
Government of India
Ministry of Personnel, Public Grievances and Pensions,
Department of Personnel & Training
****

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi,
Dated: 29th December, 2013.

OFFICE MEMORANDUM

Subject: Immovable Property Return for the year 2013 (as on 31.12.2013) by US and above level officers of CSS - submission through **cscms.nic.in** regarding

***

CS.I Division, DoPT is the custodian of Annual Immovable Property Return (IPR) in respect of CSS officers of Under Secretary and above levels. 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. As informed vide this Department's OM No.21/11/2010-CS.I(U) dated 28.1.2013, IPR should henceforth be submitted through the Web Based Cadre Management System which is hosted at **cscms.nic.in** Print out of the IPR submitted online should also be submitted to CS.I Division. The procedure for filing IPR is briefly given as under:

(i) Login to the system at cscms.nic.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 your 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.I Division for records; and,

(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 CSS 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 CSS 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 US and above level officers of CSS should be forwarded to CS.I 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.

(V. Srinivasaragavan)
Under Secretary to the Government of India
Tele.:24629412

To

The Deputy Secretary/Director (Admn.),
All Ministries/ Departments

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

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR ____ AS ON __/__/____

1. **Name of Officer (in full):** _____
2. **Service to which the Officer belongs:** **Indian Administrative Service**
3. **Cadre & Batch:** _____
4. **Present Pay:** _____

Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	Name & Details of Property, Housing, Lands and Other Buildings	Cost of construction/Acquirement (and year when purchased) including of land in case of house	Present Value *	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease **, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature:

Name:

Designation:

Date:

Note: Please read the notes overleaf before filling up the form.

Statement of Immovable Property Return for the year 201 (as on 31.12.201)

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.

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR ____ AS ON __/__/____

1. **Name of Officer (in full):** _____

2. **Service to which the Officer belongs:** **Indian Administrative Service**

3. **Cadre & Batch:** _____

4. **Present Pay:** _____

Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	Name & Details of Property, Housing, Lands and Other Buildings	Cost of construction/Acquirement (and year when purchased) including of land in case of house	Present Value *	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease **, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature:

Name:

Designation:

Date:

Note: Please read the notes overleaf before filling up the form.

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 leases also.

3) The declaration form is required to be filled in and submitted by every member of Class I and Class II services under relevant provisions of Conduct Rules and 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 member 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 previous year' may be avoided and all details filled up.

5) AIS Officers are requested to fill the form in duplicate.

Statement of Immovable Property Return for the year 201 (as on 31.12.2011)

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.

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.