

C-31011/20/2016-Vig.  
Government of India  
Ministry of Corporate Affairs

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5<sup>th</sup> Floor, 'A' Wing, Shastri Bhavan,  
Dr. Rajendra Prasad Road,  
New Delhi - 110 001.  
Dated 19<sup>th</sup> December, 2016.

**OFFICE MEMORANDUM**

Subject: Submission of Immovable Property Return for the year 2016 as on 1<sup>st</sup> January, 2017.

In terms of Rule 18(1) (ii) of the CCS (Conduct) Rules, 1964 every Government servant holding Group 'A' & 'B' post is required to submit an annual return to the Government giving full particulars of his/her immovable property inherited by him/her or held by him/her on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any other person.

2. In terms of Department of Personnel & Training's O.M. No. 11013/7/2014-Estt. A-III dated 5.1.2016, all the Government servants belonging to Group 'C' besides those belonging to Group 'A' and 'B' also require to submit a statement of Immovable Property Return (IPR) for the year 2016 as on 1<sup>st</sup> January, 2017 in the enclosed format latest by 31.1.2017.

3. Full details of Immovable Property are to be given and expressions like **"No change or same as last year" will not be accepted.** If an officer does not own any property he/she should state so in the return rather leaving it blank and it should be duly signed by the officer with date.

4. As per DOPT O.M. No. 11012/11/2007-Estt. A dated 27.9.2011, the officers who have not submitted the IPR by the prescribed time would be denied vigilance clearance and will not be considered for empanelment for senior level posts in Government of India and deputations etc.

5. As per CS.I division of DOPT O.M. No. 26/02/2015-CS.I (PR/CMS) dated 13<sup>th</sup> December, 2016 (copy enclosed), all CSS officers including CSSS cadre officers are required to file their IPR for the year 2016 in time by 31.1.2017 through

the Web Based Cadre Management System only which is hosted at cscms.nic.in. Printout and duly signed copy of the IPR submitted online are to be retained in Vigilance Section in respect of SO/ASO/PS/PA and those in respect of Group 'A' CSS/CSSS officers are to be forwarded to CS Division of DOPT. Hence, all CSS/CSSS officers of the Ministry are therefore requested to submit the annual IPRs for the year 2016 online and sent a printout thereof, duly, signed to Vigilance Section for necessary action. IPRs received beyond the stipulated date or vide off-line mode shall not be regarded as conforming to the extant guidelines.

6. All officers holding Group 'A', 'B' and 'C' posts are, therefore, requested to submit the statement of IPR for the year 2016 (1.1.2016 to 31.12.2016) in the enclosed format so as to reach the S.O., Vigilance Section, MCA by 31.1.2017 positively.

7. All the addressee organizations are requested to ensure that all the officers under their jurisdiction submit their returns latest by 31.1.2017 for the year 2016.

8. Hindi Version will follow.

*B. P. Pant*  
(B.P Pant)

Deputy Secretary to the Govt. of India  
Tel: 23389204.

Encl: AIPR Proforma.

To:

1. All Regional Directors.
2. All Registrars of Companies / Registrar, CRC, IICA Building, 5<sup>th</sup> Floor, Plot No. 6,7 & 8, Sector - 5, IMT, Manesar - 122 050 .
3. All Official Liquidators.
4. Chairman, Competition Appellate Tribunal, Kota House Annexe, No. 1, Shahjahan Road, New Delhi.
5. Secretary, NCLT/Registrar, NCLAT, New Delhi.
6. Director, ICLS Academy, IICA, Manesar.
7. Director, SFIO, CGO Complex, New Delhi.
8. Chairman, Competition Commission of India, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi.

9. General Manager, IEPF Authority/ Chairman, IBBI, CMA Bhavan, 3, Institutional Area, Lodhi Road, New Delhi. .

*The returns furnished by the Group 'C' officials may be maintained by the prescribed authority in the aforesaid organisations.*

Copy to:

All Officers/Sections in Ministry of Corporate Affairs (Headquarter.) for kind information and necessary compliance.

Copy also to:

DD (e-governance), with a request to upload this circular on the website of this Ministry under "Employees Corner".

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**STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2016 (AS O 01.01.2017)**

Service : \_\_\_\_\_

Name of Officer (in full):- \_\_\_\_\_

Designation \_\_\_\_\_

Date of Birth \_\_\_\_\_

Ministry/Department/Office:- \_\_\_\_\_

Grade Pay \_\_\_\_\_

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 / of acquisition 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 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, 1959 (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 or any other person dependent on Government servant.
- 4) The wording "no change" or "no addition" or "as the previous year" should avoided and full details provided.