

File No. C-29011/1/2021-Vigilance-MCA
Government of India
Ministry of Corporate Affairs

5th Floor, A-Wing, Shastri Bhawan,
Dr. Rajendra Prasad Road, New Delhi
Dated, the 5th January 2021

OFFICE MEMORANDUM

Subject : Submission of Immovable Property Return (IPR) for the year 2020, as on 31.12.2020 by 31.01.2021-reg.

In terms of Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964, every Government Servant is required to submit an annual Immovable Property Return (IPR) giving full particulars of their immovable property inherited by them or held by them on lease or mortgage either in their own name or in the name of any member of their family or in the name of any other person. **The failure on the part of the Government Servant to comply with requirements of the aforesaid provisions constitutes good and sufficient reason for institution of disciplinary proceeding, among other things.** The IPR for the year 2020 (as on 31.12.2020) submitted / received after 31.01.2021 will not be accepted. The guidelines for submitting the same is as under:

- i. All CSS/ CSSS/CSCS Cadre officers are required to file their IPR through the Web Based Cadre Management System only which is hosted at 'cscms.nic.in'.
 - ii. All officers of Central Staffing Scheme, presently posted in the Ministry, should file IPR through IPR module in SPARROW portal of their parent cadre.
 - iii. All ICLS officers and Group 'B' officers / staff (STAs, JTAs, and Stenographers etc.) in the cadres of this Ministry will submit IPRs through IPR module in SPARROW portal.
 - iv. All those officers who do not have the facility of online filing of IPR, will submit it physically to the Vigilance Section, through their Controlling Authority, within the prescribed timeline.
 - v. The IPR for the year 2020 (as on 31.12.2020) is to be filed latest by 31.01.2021. The IPR submitted after 31.01.2021 will not be accepted.
2. A printout of online IPR, duly signed by the concerned official, will be submitted to Vigilance Section of this Ministry within stipulated time.
3. As per extant instructions on the subject, non-submission of IPR within the stipulated date (i.e 31.01.2021) would invite the denial of vigilance clearance for empanelment, deputation and for applying to sensitive posts and assignment to training programme (except mandatory training) as the IPR status needs to be checked for the said purpose(s).

4. This may be treated as 'URGENT'.



(P. K. Dutta)

Under Secretary to the Govt. of India

Tele. No.: 2307 3407

To

1. Chairperson, CCI, 8-10 Floor, Office Block 1, Kidwai Nagar(East), New Delhi.
2. Chairperson, IBBI, 7th Floor, Mayur Bhavan, Shankar Market, Connaught Circus, New Delhi.
3. Chairperson, NFRA, 7th Floor, Hindustan Times Building, Kasturba Gandhi Marg, New Delhi.
4. Secretary, NCLTs/Registrar, NCLAT, New Delhi.
5. DGCoA, Kota House, New Delhi.
6. Director, SFIO, CGO Complex, New Delhi
7. Director General, IICA, Manesar
8. General Manager, IEPF Authority, Ground Floor, Jeevan Vihar Building, Parliament Street, New Delhi.
9. Director, ICLS Academy, IICA Campus, Manesar
10. All Regional Directors, MCA.
11. All Registrars of Companies / All Official Liquidators.
12. Advisor, Cost Audit Branch, B-1 wing, 2nd Floor, Paryavaran Bhawan, CGO Complex, New Delhi.
13. Economic Advisor, R&A, 8th Floor, A wing, Lok Nayak Bhawan, New Delhi.
14. DDG, Statistics Division, Jeevan Vihar Building, Sansad Marg, New Delhi.

Copy to all Officers / Sections in M/o Corporate Affairs (HQ) 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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Government of India
Ministry of Corporate Affairs

5th Floor, A-Wing, Shastri Bhawan,
Dr. Rajendra Prasad Road, New Delhi
Dated, the 5th January, 2021

OFFICE MEMORANDUM

Subject : Submission of Immovable Property Return (IPR) for the year 2020, as on 31.12.2020 by 31.01.2021-reg.

In terms of Rule 16(2) of AIS (Conduct) Rules, 1968, every member of the Service is required to submit an annual return in prescribed format, giving full particulars of the immovable property inherited by him or held by him on lease or mortgage either in their own name or in the name of any member of their family or in the name of any other person. In terms of instructions vide OM No. 11017/74/93-AIS(III) dated 04.01.1994 issued under this Rule, every member of the service is required to submit annual immovable property return by 31st January of the next year. **The failure on the part of the Government Servant to comply with requirements of the aforesaid provisions constitutes good and sufficient reason for institution of disciplinary proceeding, among other things.**

2. In order to facilitate the filing of IPR, DoP&T has introduced online filing of IPR in respect of IAS officers w.e.f. 01st January, 2017 through module designed for the purpose.
3. All concerned officers are requested to file IPR for the year 2020 online through the Module designed by DoPT for the purpose, latest by 31st January, 2021.



(P. K. Dutta)

Under Secretary to the Govt. of India
Tele. No.: 2307 3407

To

1. Sr PPS to Secretary, MCA
2. PPS to Addl. Secretary, MCA

Copy also to:

1. Director, SFIO, CGO Complex, New Delhi
2. Director General, IICA, Manesar



सत्यमेव जयते



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिक्त्रयत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
NORTH BLOCK NEW DELHI-110001
21st November, 2019

D.O. No. 6(1)/2014-EO (PR)



Dear Secretary,

Rule 16(2) of AIS (Conduct) Rules, 1968 provides that every member of the Service shall submit an annual return in such form as may be prescribed by the Government in this regard, giving full particulars regarding the immovable property inherited by him or owned or acquired 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. In terms of the instructions vide OM No.8/9/60-AIS(III) dated 16.02.1960 and OM No.11017/74/93-AIS(III) dated 04.01.1994 issued under this Rule, every member of the service is required to submit annual immovable property return by 31st January of the next year. Failure on the part of the members of the Service to comply with the requirements of the aforesaid provisions constitutes good and sufficient reason for institution of disciplinary proceedings, among other things vide this Department's OM No.104/33/2005-AVD-I dated 29.10.2007 and 07.09.2011, against them.

2. In order to further facilitate the filing of IPR's, this Department has vide DO No.6(1)/2014-EO (PR) dated 22.12.2016 introduced online filing of IPR in respect of IAS officers w.e.f. 1st January, 2017 through the Module designed for the purpose. Through this Module, the officers can submit the IPR either electronically or upload scanned copy of the manually filled in IPR. This online Module closes automatically after the prescribed timeline of 31st January, 2020 in respect of the calendar year 2019.

3. I would, therefore, request you to kindly issue necessary instructions to all IAS officers working in your Ministry / Department and its various organizations, to ensure that they submit their IPRs online in the IPR Module for the year ending on 31st December, 2019, as per the prescribed timeline.

With regards,

Yours sincerely,

For you pl.
3/12/19
Dir (V.K.)

~~Signature~~
Signature
(Dr. C. Chandramouli)

Secretaries to the Govt. of India
(As per Standard List)

PPS re discuss
3-12

vs (Aves)
Signature



Please Visit Our Website : <http://persmin.gov.in>

टेली/Tel.: 23094848 टेलीफैक्स/Telefax : 23094500 E-mail ID secy_mop@nic.in

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प्रदाप कुमार त्रिपाठी

P. K. TRIPATHI

विशेष सचिव और

स्थापना अधिकारी

SPECIAL SECRETARY &
ESTABLISHMENT OFFICER

Tel.: 23092370, Fax: 23093142

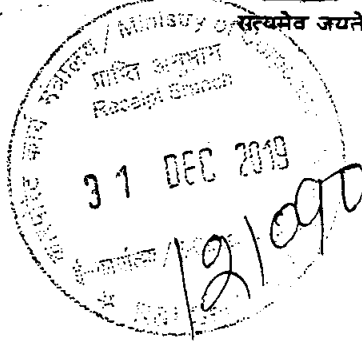
E-mail : eo@nic.in



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
NORTH BLOCK NEW DELHI-110001
DO No. 6(1)/2014-EO(PR)

December 24, 2019



Dear Sir/Madam,

Kindly refer to DO letter dated 21.11.2019 (copy enclosed) from Dr. C. Chandramouli, Secretary (Personnel) regarding timely submission of Immovable Property Returns (IPRs) under Rule 16(2) of AIS(Conduct) Rules, 1968.

- As already indicated in the earlier letter, the officers are required to file their IPR for the year 2019, online or upload it, latest by 31st January in the IPR Module available in the SPARROW platform. The officers need not send a hard copy either to their Cadre or to DoPT.
- In view of the DoPT's instructions dated 04.04.2011, it may be reiterated that failure to ensure timely submission of IPR constitutes good and sufficient reason for institution of disciplinary proceedings.
- I would, therefore, request you to kindly once again advise all the IAS officers working in your Ministry/Department to file the IPR online/upload it latest by 31st January, 2020, as the SPARROW window will close by 31.01.2020 after which no IPR would be accepted.

With regards

Yours sincerely,

Encl: As above

The Secretary,
Ministry of Corporate Affairs,
'A' wing,
Shastri Bhavan,
New Delhi - 110 001

(P.K. Tripathi) 24/12/19



सूचना
का अधिकार

<http://persmin.gov.in>

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

1. Name of Officer (in full): _____

3. Cadre & Batch: _____

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

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.