

IMMEDIATE

Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhavan,
Dr. Rajendra Prasad Road, New Delhi,
Dated 29th December, 2017.

OFFICE MEMORANDUM

Subject:- Submission of Immovable Property Return (IPR) for the year 2017, as on 31.12.2017 by 31.01.2018-reg.

In terms of Rule 18(1)(ii) of the CCS(Conduct) Rules, 1964 and DPOT's O.M. No. 11013/7/2014-Estt. A-III dated 29.10.2015 every Government Servant holding Group 'A', 'B' and 'C' 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. Full details of Immovable Property Return (IPR) 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.

2. As per extant instructions on the subject, **non-submission of IPR within the stipulated date, would invite the denial of vigilance clearance** for empanelment, deputation and applying to sensitive posts and assignment to tanning programme (expect mandatory training) as the IPR status needs to be checked for the said purposes.

3. As per CS-I division of DOPT O.M. No. 26/01/2017-CS-I (PR/CMS) dated 21.12.2017, CSS cadre officers are required to file their IPR for the year 2017 in time by 31.1.2018 through the Web Based Cadre Management System only which hosted at cscms.nic.in. Printout and duly signed copy of 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 and CSSS officers are to be forwarded to CS Division of DOPT. Hence all officers of CSS/CSSS of the Ministry are therefore requested to submit the annual IPR for the year 2017 online and sent 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.

4. In respect of members of IAS posted in the Ministry, a copy of E.O.& Additional Secretary, DOPT's DO letter dated 22.12.2017 is enclosed for compliance.

5. APAR Cell, MCA has informed that all ICLS officers will file IPRs thorough IPR module in SPARROW portal for ICLS officers by 31.1.2018. Hence, all Group 'A' officers belonging to ICLS cadre are required to submit the IPR to Vigilance Section through the system of SPARROW which will be operational from 01.01.2018 onward. IPR (in the prescribed proforma) in respect of Group-B officers filed by them by 31.01.2018 may be forwarded to Vigilance Section, MCA. All Regional Offices, sub-regional offices need not forward IPRs of Group C under their control to MCA but to be maintained by offices concerned.

B. P. Pant

(B.P. Pant)

Deputy Secretary to the Govt. of India
Tele No. 23389204.

Encl: AIPR Proforma.

To:

1. Chairman, CCI, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi.
2. General Manager, IEPF Authority, Ground Floor, Jeevan Vihar Building, Parliament Street, New Delhi.
3. Chairman, IBBI, 7th Floor, Mayur Bhavan, Shankar Market, Cannught Circus, New Delhi.
4. All Regional Directors, MCA.
5. All Registrars of Companies/ All Official Liquidators.
6. Secretary, NCLTs/Registrar, NCLAT, New Delhi.
7. Director, ICLS Academy, IICA, Manesar.
8. Director, SFIO, CGO Complex, New Delhi.

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

Copy also to:

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

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2017 (AS ON 31.12.2017)

Service: _____

Name of Officer (in full): _____ Designation _____ Date of Birth _____

Ministry/Department/Office: _____ Pay Matrix/Level _____ 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 / 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.
- 5) The columns should be filled up neatly in capital letters.