

OFFICE MEMORANDUM

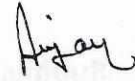
Sub: Submission of Immovable Property Return (IPR) for the year 2019 by 31.01.2020 –reg.

In terms of Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964, Government Servants are required to submit annual Immovable Property Return (IPR) giving full particulars of their immovable property, inherited or held 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 proceedings, among other things.** The guidelines for submission of IPR are as under:

- (i) All Central Secretariat Service (CSS)/ Central Secretariat Stenographer Service (CSSS)/ Central Secretariat Clerical Service (CSCS) Cadre officers will file IPR through the Web Based Cadre Management System, which is hosted at 'cscms.nic.in'.
 - (ii) All officers of Central Staffing Scheme, presently posted in the Ministry or Authorities/Organisations/ Tribunals etc. under it, will file IPR through IPR module in SPARROW portal of their parent cadre.
 - (iii) All ICLS and Group 'B' officers /staff (STAs, JTAs, and Stenographers etc.) in the cadres of this Ministry will submit IPR through IPR module in the 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 2019 (as on 31.12.2019) is to be filed latest by 31.01.2020. The IPR submitted after 31.01.2020 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 the stipulated timeline.
 3. **As per instructions contained in DoPT OM No. 11012/11/2007-Estt. Dated 27.09.2011 non-submission of IPR, latest by 31.01.2020 would attract denial of vigilance clearance for empanelment, deputation, applying to sensitive posts, training (except mandatory training) etc.**

P.T.O.

4. This may be treated as '**URGENT**' and circulated to concerned officials.



(Ashok Kumar Vijay)

Under Secretary to the Govt. of India

Tele No. 23386222

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 Place Circle, 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".