OFFICE MEMORANDUM

Subject: Timely submission of Annual Property Return of Officials/Officers – reg.

Attention of all the concerned is drawn to DoPT’s OM No. 11013/7/2014-Estt.A-II dated 5th January, 2016 which states that annual property return is required to be filed under the Central Civil Services (Conduct) Rules, 1964 by all the Government servants belonging to Group ‘A’, ‘B’, ‘C’ and erstwhile Group ‘D’, in terms of Rule 18(4) of the CCS(Conduct) Rules, 1964 which empowers the Government to require a Government servant to submit a statement of movable or immovable property as may be specified in the order.

2. Attention is further drawn to DoPT’s OM No. 11012/11/2017-Estt.A dated 27th September, 2011 which provides that vigilance clearance shall be denied to an officer if he fails to submit his annual immovable property return of the previous year by 31st January of the following year, as required under Government of India decisions under Rule 18 of the CCS (Conduct) Rules, 1964.

3. It has come to the notice that some of the officers/officials are not submitting their annual Immovable Property Return (IPR) on time. Hence, all the officers are directed to submit the same in the prescribed proforma within the prescribed time limit in future failing which, vigilance clearance shall be denied to such officers and administrative action will be initiated under prescribed rules.

4. The Officers/officials of CSS and CSSS Cadre required to submit their IPR online at www.cscms.nic.in and submit the signed copy to Vigilance/Admin. I Section of the Department of Legal Affairs.

To,

1. All Officers/Officials working in the Department of Legal Affairs.
2. Director (Admn.), Legislative Department: For information and similar action.
3. In-Charge of Central Agency Section.
5. In-charge of Branch Secretariat, Mumbai/Kolkata/Chennai/Bengaluru:
6. Registrar, ITAT, 3rd 4th Floor, Pratishta Bhavan, Maharshi Karve Marg, Mumbai-400020:
7. Notice Board
8. e-office notice board.

Copy for information to:

1. PPS to LS
2. PPS to all Additional Secretaries.
3. PPS to JS (Admn)
**IMMOVABLE PROPERTY RETURN FORM**


1. Name of the Official (in full & service to which the officer belongs):
2. Date of Birth:
3. Present post held:
4. Present Pay:

<table>
<thead>
<tr>
<th>Name of District, Sub-division, Tq. &amp; Village in which property is situated</th>
<th>Name &amp; details of property</th>
<th>Present value ('')</th>
<th>If not in own name, status in whose name held &amp; his/her Relationship to the Govt. servant</th>
<th>How acquired, whether by purchase, lease, mortgage, in heritance, gift or otherwise with date of acquisition &amp; name with details of person/persons from whom acquired</th>
<th>Annual income from the property</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2.</td>
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SIGNATURE ...........................................

DATE .............................................