

No. C-30015/1/2021-Vig.
Government of India
Ministry of Law and Justice
Department of Legal Affairs
Vigilance Unit

Shastri Bhawan, New Delhi
Dated the 3rd January, 2025

CIRCULAR

Subject: Submission of Immovable Property Return of Officials/Officers of Ministry of Law and Justice for the year 2024 (as on 31.12.2024)

In terms of Rule 18 of the CCS (Conduct) Rules, 1964 and executive instructions issued under this rule, from time to time, members of Central Civil Services/Posts are required to file Annual Immovable Property Return (IPR) of the previous year latest by 31st January of the following year. Failure on the part of a government servants to comply with the requirements of these provisions/instructions constitutes good and sufficient reason for, *inter alia*, institution of disciplinary proceedings against them.

2. Further, vide DoP&T's OM No.104/33/2024-AVD-IA dated 09.10.2024, vigilance clearance for the purpose of (a) inclusion in the offer list, (b) empanelment, (c) ex- India Study Leave, (d) any deputation for which clearance is necessary and extension thereof, (e) appointments to sensitive posts, (f) assignments to training programmes except mandatory training, (g) confirmation in service, (h) retirement on VRS, (i) post-retirement commercial employment, and (j) pre-mature repatriation (voluntary) from any deputation, may be denied to an officer/official who fails to submit IPR within the stipulated time-frame.

3. Despite issuance of instructions regularly, it has been noticed that some officers/officials, due to undue delay in submission of Annual IPR within the stipulated date, remain unable to obtain the vigilance clearance for the purposes mentioned in Para 2 above.

4. Accordingly, all the Group A, B and C Officers/Officials working in the Department of Legal Affairs and Legislative Department are requested to file their IPRs for the year 2024 (as on 31.12.2024) latest by 31.01.2025 **through e-HRMS 2.0 portal**. A NIL return report may invariably be submitted even if the information regarding the property is Nil.


(V. S. Chauhan)

Under Secretary to the Govt. of India

To,

1. All Officers/Officials working in Department of Legal Affairs.
2. In-charge of Branch Secretariat at Mumbai/Chennai/ Kolkata/Bengaluru.
3. In-charge of Central Agency Section.

4. Shri Niranjan Nayak, Under Secretary (Admn.III Section), Department of Legal Affairs with a request to circulate the above instructions among the officers/officials of ITAT and request them to submit the Immovable Property Return for the year 2024 (as on 31.12.2024) in the prescribed proforma. Further, ITAT Members may be requested to submit their IPR in the prescribed proforma (copy enclosed) to Admn.III Section of this Department.
5. Shri Raja Kar, Deputy Secretary, Law Commission of India
6. Shri Hansraj Meena, Deputy Secretary, Legislative Department with a request to circulate the above instructions among the officers/officials of the Legislative Department including Vidhi Sahitya Prakashan and Official Language Wing.
7. E-office portal
8. NIC Cell for uploading this circular on the website of Department of Legal Affairs.

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR _____ AS ON 31.12.20 _____

Service :

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

Ministry/Department/Office _____ CSL No. : _____ Present Pay: _____

Name of District, Sub-Division, Taluk & Village or City in which property is situated	Name & Details of Property Housing, Lands and Other Buildings	Cost of construction /Acquirement including land in case of house and year when purchased	Present Value *	If not in own 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

Date

NOTES:

- 1) * In case where 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 (Group A and Group B) services under Rule 15(3) of the Central Civil Services (Conduct) Rules, 1955 [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 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 the previous year' may be avoided and full details provided.
- 5) The columns should be filled up neatly in capital letters.