

No.25/20/2011-CS-II(A)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training

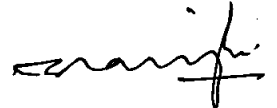
3rd Floor, Lok Nayak Bhavan, Khan Market,
New Delhi-110003,
Dated the 8th September, 2011

OFFICE MEMORANDUM

Subject: Submission of Immovable Property Return for the year 2010 (as on 1.1.2011).

In accordance with rule 18(1) of CCS (Conduct) Rules, 1964, all Group 'A' & 'B' officers are required to submit the statement of Immovable Property Return annually. Since the ACR/APAR dossiers of PPS & above level officers of CSSS are maintained on centralized basis by DoP&T, the IPRs of these officers will also be maintained by DoP&T on centralized basis from 2010 onwards.

2. All the Ministries/ Departments are, therefore, requested to obtain and forward the IPR (format enclosed) for the year 2010 onwards from all the CSSS officers of PPS and above level presently posted in their Ministry/Department to this Department at the earliest. While furnishing the IPRs it may be ensured that usage of phrases such as "same as previous year" or "no change" are avoided and full particulars of the immovable property inherited/owned/acquired or held are furnished in terms of Rule 18 of CCS (Conduct) Rules, 1964.



(Rajiv Manjhi)

Deputy Secretary to the Govt. of India
Tel:24622365

To

Joint Secretary (Admn.) of concerned cadre units of CSSS

Statement of Immovable Property for the year 2010 (as on 1.1.2011)

Name of officer (in full) :

Present post held :

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 relationship to the Government servant.	How acquired-whether by purchase, lease**, inheritance gift or otherwise, with date-of-acquisition and name with 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 approximate 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, 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 members 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" should be avoided and full details provided.