



Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
Room No. 203, 2nd Floor, Mahalekha Niyantarak Bhawan
Block - E, G.P.O. Complex, I.N.A., New Delhi-110023

F.No. C-19016/MF-CGA/2018/Admn/F.23/114}

Dated 03.01.2018

OFFICE MEMORANDUM

Sub: Submission of Immovable Property Return (IPR) for the year 2017 (as on 31.12.2017) by the Gr. 'B'/Gr. 'C' officials.

The undersigned is directed to refer to Deptt of Expenditure, M/o Finance, New Delhi OM dated F.No.26/01/2017-CS.I (PR/CMS) dated 21.12.2017 on the subject cited above.

2. All Gr. 'B' officers/Gr. 'C' officials of O/o CGA are required to submit their Immovable Property Returns for the year ending 31st Dec 2017 which is mandatory under Rule 18(1) of Conduct Rules, 1964. **The IPR has to be submitted within the stipulated time and 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 training programme (except mandatory training) as the IPR status needs to be checked for the said purpose (s).**

3. Attention is drawn to DoPTs latest guidelines regarding furnishing of IPRs, that usage of phrases such as 'Same as previous year' or 'No change' may strictly be avoided and full particulars of immovable property inherited/owned/acquired or held may be furnished in terms of Rule 18 of CCS (Conduct) Rules, 1964.

4. It is therefore requested that all Group B/Group C officials may submit their Immovable Property Return (IPR) for the year 2017 (as on 31.12.2017), well in time, latest by 31.01.2018.

This issues with the approval of Competent Authority.

(Jagmohan)
Accounts Officer (Admn)

To

1. PS to all Jt. CGAs
2. All Group 'B' Officers/Group 'C' officials of O/o CGA.
3. Sr. AO (ITD) for uploading on website.
4. Guard file.

ANNUAL IMMOVABLE PROPERTY RETURN

Statement of immovable property for the year

1. Name of Officer (in full) and service to which the officer belongs
2. Present Post held
3. Present Pay

Name of District, Sub-Division, Taluk and village in which property is situated	Name and details of property	* Present Value	If not in own name state in whose name held and his/her relationship to the Government Servant	How acquired whether by purchases, lease**, mortgage inheritance, gift, or otherwise, with date of acquisition and name with details of person/ persons from whom acquired	Annual income from the property	Remarks
	Housing and other buildings					
	Lands					

Signature.....

Date.....

Inapplicable clause to be struck out.

- In case where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.
 - Includes short-term lease also.
 - The wording 'No Change or No addition opr as in previous year' may be avoided and all details filled up.
- Note- 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.