

F. No. 26/01/2018-CS.I (PR/CMS)
Government of India
Ministry of Personnel, Public Grievances and Pensions,
Department of Personnel & Training

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 21 December 2021.

OFFICE MEMORANDUM

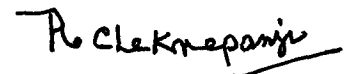
Subject: Submission of Immovable Property Return (IPR) for the year 2021 (as on 31.12.2021) by the Officers of Central Secretariat Services (CSS) reg.

In terms of Rule 18 of CCS (Conduct) Rules, 1964, the Immovable Property Return is required to be furnished by the CSS Officers in the grade of Under Secretary and above, **latest by 31.01.2022**. IPR should be submitted by all the CSS Officers through Web Based Cadre Management System which is hosted at **cscms.nic.in**. A copy of the print out of the IPR submitted online duly signed, should also be submitted to CS.I (PR/CMS) Section, which is the custodian of IPRs of these Officers. Assistant Section Officers (ASOs) and Section Officers (SOs) of CSS will also submit the print out of their IPR duly signed, to their respective **Admin/Vigilance Division**.

2. Ministries/Depts are requested that contents of this O.M. may be widely circulated to all CSS Officers/Officials working under their respective control. They should also ensure that IPR for the year 2021 (as on 31.12.2021) is submitted within the stipulated time. The officers may be informed that **non-submission of IPR within the stipulated date would invite denial of vigilance clearance for empanelment, deputation and for applying to sensitive posts, assignments and training programme** (except mandatory training) as the IPR status needs to be checked for the said purpose(s).

3. It is, therefore, requested that all the CSS Officers may be directed to file their Immovable Property Return (IPR) for the year 2021 (as on 31.12.2021) well in time, latest by 31.01.2022, through Web Based Cadre Management System only. IPRs received beyond the stipulated date, shall not be regarded as conforming to the extant guidelines. It is also stated that the **date of filing of IPR will start from 1 January, 2022 and the "Immovable Property Returns" window shall be opened at cscms.nic.in. from that date.**

4. Shri Sunil Kumar, Section Officer (PR/CMS)/Shri Krishnandan Kumar, Assistant Section Officer (PR/CMS) may be contacted at Telephone No. 24629414, if any difficulty is experienced in filing the IPR.


(R. Chakrapani)

Under Secretary to the Government of India
Tele: 24629412

The Deputy Secretary/Director (Admn.),
All Ministries/Departments
(Through DoPT website)