

Government of India
Ministry of Corporate Affairs

5th Floor, A-Wing, Shastri Bhawan,
Dr. Rajendra Prasad Road, New Delhi
Dt: 10th of January 2022

OFFICE MEMORANDUM

Subject : Submission of Immovable Property Return (IPR) for the year 2021 (as on 31.12.2021) by the officers of ICLS, CSS, CSSS & CSCS as on 31.12.2021 by 31.01.2022-reg.

In terms of Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964, every Government Servant is required to submit an annual Immovable Property Return (IPR) giving full particulars of their immovable property inherited by them or held by them on lease or mortgage either in their own name or in the name of any member of their family or in the name of any other person. The failure on the part of the Government Servant to comply with requirements of the aforesaid provisions constitutes good and sufficient reason for institution of disciplinary proceeding, among other things. The IPR for the year 2021 (as on 31.12.2021) submitted / received after 31.01.2022 will not be accepted. The guidelines for submitting the same is as under:

- i. All CSS/ CSSS/CSCS Cadre officers are required to file their IPR through the Web Based Cadre Management System only which is hosted at 'cscms.nic.in'.
 - ii. All officers of Central Staffing Scheme, presently posted in the Ministry, should file IPR through IPR module in **SPARROW** portal of their parent cadre.
 - iii. All ICLS officers and Group 'B' officers/staff (STAs, JTAs, and Stenographers etc.) will submit IPRs through IPR module in **SPARROW** portal.
 - iv. All other officers who do not have the facility of online filing of IPR, will submit it physically to the Vigilance Section, through their Controlling Authority, within the prescribed timeline.
 - v. **The IPR for the year 2021 (as on 31.12.2021) is to be filed latest by 31.01.2022. The IPR submitted after the due date i.e. 31.01.2022 will not be accepted.**
2. A copy of printout (IPR submitted online) duly signed, should also be submitted within stipulated time to -
- i. by all CSS officers in the grade of Under Secretary and above, to CS.I (PR/CMS) Section, DoP&T, which is the custodian of IPR of these officers;
 - ii. by all ASOs and SOs of CSS, to Vigilance Section.
 - iii. by CSSS officers from the grade of PPS & above, to CS.II Division, DoP&T, which is the custodian of IPRs of these Officers;
 - iv. by group B & group C officer(s)/ official(s) i.e., PS, PA, Stenographer Grade D of CSSS Cadre and SSA, JSA of CSCS Cadre, to Vigilance Division.
3. As per extant instructions on the subject, non-submission of IPR within the stipulated date (i.e 31.01.2022) would invite denial of vigilance clearance for empanelment / deputation, for applying to sensitive posts and assignment for

training programme (except mandatory training).

4. This issues with the approval of Competent Authority.

(Anupam Vashista)
Deputy Director (Vigilance)

To

1. Chairperson, CCI, 8-10 Floor, Office Block 1, Kidwai Nagar(East), New Delhi.
2. Chairperson, IBBI, 7th Floor, Mayur Bhavan, Shankar Market, Connaught Circus, New Delhi.
3. Chairperson, NFRA, 7th Floor, Hindustan Times Building, Kasturba Gandhi Marg, New Delhi.
4. Secretary, NCLTs/Registrar/ NCLAT, New Delhi
5. DGCoA, Kota House, New Delhi.
6. Director, SFIO, CGO Complex, New Delhi
7. Director General, IICA, Manesar
8. General Manager, IEPF Authority, Ground Floor, Jeevan Vihar Building, Parliament Street, New Delhi.
9. Director, ICLS Academy, IICA Campus, Manesar
10. All Regional Directors, MCA.
11. All Registrars of Companies / All Official Liquidators.
12. Advisor, Cost Audit Branch, B-1 wing, 2nd Floor, Paryavaran Bhawan, CGO Complex, New Delhi.
13. Economic Advisor, R&A, 8th Floor, A wing, Lok Nayak Bhawan, New Delhi.
14. DDG, Statistics Division, Jeevan Vihar Building, Sansad Marg, New Delhi.

Copy to all Officers / Sections in M/o Corporate Affairs (HQ) for kind information and necessary compliance.

Copy also to : DD (e-Governance), with a request to upload this circular on the website of this Ministry under "Employees Corner".