

No.C.29012/2015/CGA/Gr.A/11
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts
7th Floor, Lok Nayak Bhavan
Khan Market, New Delhi-110 003

Dated: 4th January, 2016

OFFICE MEMORANDUM

Subject: Submission of Immovable Property Return under Rule 18(1) of CCS (Conduct) Rules, 1964

Under Rule 18(1) of CCS (Conduct) Rules, 1964 all Group 'A' officers are required to submit their Immovable Property Returns as on 31st December every year. Accordingly, all ICAS officers are requested to submit their Immovable Property Return for the year 2015 (giving position as on 31.12.2015) to this office, in the enclosed proforma, **latest by 31.01.2016.**

2. As per DoPT's latest guidelines while furnishing the IPRs, it may be ensured that usage of phrases such as "SAME AS PREVIOUS YEAR" OR "NO CHANGE" may be avoided and full particulars of the immovable property inherited/owned/acquired or held may be furnished in terms of Rule 18 of CCS(Conduct) Rules, 1964.
3. The officers are also informed that for non-submission of IPR within the stipulated date, vigilance clearance will be denied for empanelment, deputations etc.



(A.K.Bangalia)

Asstt. Controller General of Accounts
Tel:24622029

To

All ICAS Officers

Statement of Immovable Property Return for the year - 2015 (as on 31.12.2015)

1. Name of officer (In Full):

2. Batch: ICAS-

3. Present Post held:

4. Present Pay: Rs.

Name of District Sub-Division, Taluk & Village or City in which property is situated(full location & Postal address)	Name & Details of property Housing lands and other buildings	Present value*	If not in own name, state in whose name held & his/her relationship to the Government 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 the property	Remarks
1	2	3	4	5	6	7

Date : -----

(Signature): _____

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. ** Include short terms 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.
5. The columns should be filled up neatly in capital letters.