

File No. 10/1/2024-Vig. [E-4029888]

Government of India/भारत सरकार

M/o Micro, Small and Medium Enterprises/सूक्ष्म लघु और मध्यम उद्यम मंत्रालय

Office of the Development Commissioner/विकास आयुक्त का कार्यालय

(Vigilance Section)/(सतर्कता विभाग)

Room no. 723, 7th Floor, "A" Wing

Nirman Bhawan, New Delhi

Dated the 9th January, 2024

CIRCULAR/ परिपत्र

Subject: Submission of Immovable Property Return (IPR) for the year 2024 (as on 31.12.2024) by 31.01.2025 as per CCS (Conduct) Rules, 1964)-reg.

In accordance with the provisions of Rule-18(1)(ii) of CCS (Conduct) Rule, 1964, Government Servants are required to submit annual Immovable Property Return (IPR) giving full particulars of their immovable property, inherited or held 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 proceedings, among other misconduct. The IPR is to be submitted as on 31st January every year in respect of the preceding year.

2. Attention is also drawn to DoP&T OM No. 104/33/2024-AVD. IA dated 09.10.2024 which stipulates that, non-submission of IPR would attract denial of vigilance clearance for empanelment, deputation, applying to sensitive posts, training (except mandatory training), confirmation in service, etc.

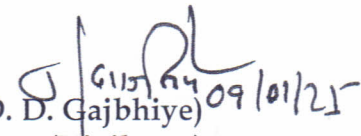
3. Accordingly, all officers serving in O/o DC(MSME) or MSME-DFOs/Br-DFOs/TC/TS and Autonomous Bodies or on deputation to other Ministry/ Department/Organizations are required to submit the above return for the Year 2024 (as on 31.12.2024) latest by **31.01.2025**.

4. The following guidelines for submission of IPR for the year 2024 may therefore be adhered to:-

- i. All Central Secretariat Service (CSS)/Central Secretariat Stenographer Service (CSSS)/Central Secretariat Service (CSCS) Cadre officers shall file IPR through e-

HRMS 2.0 portal, i.e. <https://e-hrms.gov.in/>. A printout of duly filled & signed IPR shall be submitted to Vigilance Section within the stipulated timeline. Under Secretary and above level officers should also submit a copy to the concerned controlling division of DOPT for records.

- ii. All officers of Central Staffing Scheme, presently posted under O/o DC (MSME), shall file IPR through IPR module in SPARROW/e-HRMs portal of their parent cadre. A printout of duly filled & signed IPR shall be submitted to concerned Vigilance unit where the officer is currently posted and also a copy to their parent cadre.
- iii. All other category of officers shall submit IPR through IPR module in the SPARROW portal. A printout of duly filled & signed IPR shall be submitted to Vigilance Section within the stipulated timeline.
- iv. All officers/officials under Autonomous Bodies, O/o DC (MSME) shall submit their IPR as per the enclosed IPR performa for the year 2024.
- v. The IPR for the year 2024 (as on 31.12.2024) is to be filled latest by 31.01.2025. The IPR submitted after 31.01.2025 will not be accepted.
- vi. A Nil return report may invariably be submitted even if the information regarding the property is Nil.


(D. D. Gajbhiye) 09/01/25
Joint Director (Vigilance)

To,

The HoO, MSME-DFO/Br-DFO/TC/TS/ Autonomous Bodies

Copy to:

- All Gazetted and Non-Gazetted (Group A & B) Officers working at HQ. It is requested that the Annual Immovable Property Return for the year 2024 (as on 31.12.2024) may please be submitted within the stipulated time.
- All Non-Gazetted (Group C) Officials working at HQ/field offices are requested to file their Annual Immovable Property Return for the year 2024 (as on 31.12.2024) to meet the mandatory requirement for empanelment, deputation, appointment to sensitive posts, etc within due date as per DoPT circular.
- SENET Division, O/o DC (MSME) - with a request to upload it on the website of DC (MSME) at CVO & Vigilance corner.

IMMOVABLE PROPERTY RETURN FOR AUTONOMOUS BODIES
Statement of Immovable Property for the year 2024 (as on 31.12.2024)

1. Name of the Officer (in full):

3. Present post held

2. Service to which the officer belongs & Batch:

4. Present pay :

Name of District, Sub-division, Taluk & Village in which property is situated (full location & postal address)	Name & Details of property		Present value (In Rs.)	If not in own name, state in whose name held & his /her relationship to the Govt. servant	How acquired, whether by purchase, lease, mortgage, in heritance, gift or otherwise with date of acquisition & name with details of person (s) from whom acquired	Annual income from the property (In Rs.)	Remarks
	Housing Lands & other buildings	Cost of construction/ Acquirement (and year when purchased) including of land in case of house (In Rs.)					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

SIGNATURE

DATE

Tel.....

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.
- Include short term lease also.
- The wording '**No Change or No addition or 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 in 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.