

No. 10/1/2023-Vig. [E- 4026554]
Government of India
Ministry of Micro, Small & Medium Enterprises
Office of the Development Commissioner (MSME)
(Vigilance Section)

7th Floor, "A" Wing
Nirman Bhawan, New Delhi
Dated: 4th January, 2024

CIRCULAR/ परिपत्र

Subject: Submission of Immovable Property Return (IPR) for the year 2023 (as on 31.12.2023) by 31.01.2024 as per CCS (Conduct) Rules, 1964)-reg.

In accordance with the provisions of Rule-18(1)(ii) of CCS (Conduct) Rule, 1964, every Government servant belonging to any service or holding a Group 'A' or Group 'B' post shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him/her or owned or acquired by him/her or held by him on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any person dependant on him/her. The IPR is to be submitted as on first January every year in respect of the preceding year. Care must be taken to indicate the sanction particulars invariably in respect of all properties declared in the return.

2. Attention is also drawn to DoP&T OM No. 104/76/2022-AVD. IA dated 28.09.2022 which stipulates that, non-submission of IPR would attract denial of vigilance clearance for empanelment, deputation, applying to sensitive posts, training (except mandatory training) etc.

3. Accordingly, all officers serving in O/o DC(MSME) or MSME-DI/Br-DI/TC/TS and Autonomous Bodies or on deputation to other Ministry/ Department/Organisations are required to submit the above return for the Year 2023 (as on 31.12.2023) latest by 31.01.2024.

4. The Competent Authority has directed to ensure 100% submission of IPR by the Officers/Officials serving in O/o DC (MSME) and its field offices/institutes. It may be noted that no further reminder in this regard shall be issued.

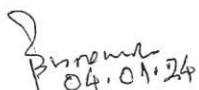
5. It may also be brought to the notice of all concerned that failure on the part of a Government servant to comply with the requirement of the aforesaid rule can form good and sufficient reason for instituting disciplinary proceeding against him/her. Strict action can be taken against employee who fails to submit the return in time or furnishing wrong information.

6. The following guidelines for submission of IPR for the year 2023 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 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.

Cont'd...pg.2/-

- 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 2023.
 - v. The IPR for the year 2023 (as on 31.12.2023) is to be filled latest by 31.01.2024. The IPR submitted after 31.01.2024 will not be accepted.
 - vi. A Nil return report may invariably be submitted even if the information regarding the property is Nil.
7. This issues with the approval of JS & CVO


04.01.24
(Ashok Kumar Verma)
Deputy Director (Vigilance)

Encl: As above

To,
The HOO, MSME-DFO/Br-DFO/TC/TS/AB

Copy to:

- All Gazetted and Non-Gazetted (Group A & B) Officers working at HQ. It is requested that the Immovable Property Return for the year 2023 (as on 31.12.2023) may please be furnished to the Vigilance Section by 31st January, 2024.
- 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

Statement of Immovable Property for the year 2023 (as on 31.12.2023)

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 heritage, 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.