

REMINDER

No. C.17015/1/2016-VC
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Vigilance Cell

North Block, New Delhi,
Dated the 20th January, 2016

21st

OFFICE MEMORANDUM

Subject: Submission of Annual Immovable Property Return for the year 2015 (as on 31.12.2015) - reg.

The undersigned is directed to refer to MHA OM No. 17015/1/2015-VC, dated 30th December, 2015 and DOPT's OM No. 25/1/2015-CS-II(C) and 26/2/2015-CS.I(PR/CMS) dated 18th January, 2016 (copies enclosed) regarding submission of Immovable Property Return by CSS, CSSS & CSCS officers under Rule 18 of CCS (Conduct) Rules, 1964 and to say that the DOPT has informed that the Annual Immovable Property Return (as on 31.12.2015) is required to be filed by 31st January, 2016.

2. All officers/officials belong to CSS, CSSS & CSCS are requested to submit the IPR for the year 2015 (as on 31.12.2015) online at cscms.nic.in at the earliest without waiting for the last date to approach to avoid rush and slowing down of the system at the last moment. All officers are also requested to take a print out of the return filed online and submit to Vigilance Section of MHA duly signed.

3. In case of any difficulty, please contact CMC officials of DOPT who have developed Web Based Management system at telephone **No. 24629890**.



(Shibatosh Banerji)

Under Secretary to the Govt. of India

Tele No. 2309 3094

To

1. All CSS officers/officials of MHA
2. Ad.I/Ad.I(A)/Ad.II/Ad.V, MHA in respect of the officials who are under posting.
3. Ad.V for officials of MHA on deputation.
4. SO(IT) with a request to upload the O.M. alongwith enclosures on MHA portal.

REMINDER

No. 26/2/2015-CS.I (PR/CMS)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
CS.I Division

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi 110003
Dated the 18th January, 2016

OFFICE MEMORANDUM

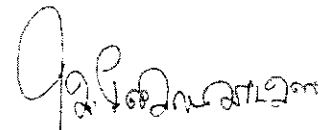
Subject: Immovable Property Return for the year 2015 (as on 31.12.2015) – submission through csms.nic.in regarding.

The undersigned is directed to refer to this Department's O.M. of even number dated 21.12.2015 regarding submission of Immovable Property Return by CSS officers under Rule 18 of CCS (conduct) Rules, 1964 and to state that the last date of Submission of IPR is 31.01.2016.

2. All CSS officers are requested to submit the IPR for the year 2015 (as on 31.12.2015) online at csms.nic.in at the earliest without waiting for the last date to approach to avoid rush and slowing down of the system at the last moment. All officers of US and above levels of CSS should also take a print out of the return filed online and submit to this Department duly signed. **Assistant Section Officers/Section Officers** of CSS will submit the print out and duly signed IPR to their Admin/Vigilance Division.

3. Ministries/Departments are requested that the contents of this O.M. may be widely circulated among all CSS officers working under their control. They should also monitor and ensure that the returns are submitted by all officers within the stipulated period without fail through Web Based Cadre Management System. **The officers are also informed that for non-submission of IPR within the stipulated date, vigilance clearance will be denied for empanelment, deputations etc.**

4. In case of any difficulty, please contact CMC officials who have developed Web Based Cadre Management system at telephone No. 24629890.


(Y. Srinivasaragavan)

Under Secretary to the Government of India
Tele.:24629412

All Ministries/Departments of Govt. of India

please circulate

By
19/1/15
Srin Harsh

No. 25/1/2015-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions,
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi,
Dated: 18th January, 2016

OFFICE MEMORANDUM

Subject: Immovable Property Return for the year 2015 (as on 31.12.2015) – submission through cscms.nic.in regarding.

In terms of Rule 18 of CCS (conduct) Rules, 1964, Immovable Property Return for the year 2015 (as on 31.12.2015) is required to be furnished by all CSSS & CSCS officers by 31.01.2016. IPR should be submitted by all CSSS & CSCS officers through Web Based Cadre Management System which is hosted at cscms.nic.in. Print out and duly signed copy of the IPR submitted online should also be submitted to CS-II Division in respect of PPS and above level officers of CSSS, the said Division being the custodian of IPR of these officers. Other officials will submit the printout and duly signed IPR to their Admin/Vigilance Division.

2. The procedure for filing IPR is reiterated as under:
 - i. **Login to the system at cscms.nic.in** by using the userid and password. In case of any difficulty in login please contact the nodal officer of the Ministry/Department.
 - ii. **Verify** whether your details are reflected in the system correctly. To verify the details click on the 'Employee Details' button. If the details are not correct, first have them rectified through Admin. Division of your Department before proceeding further;
 - iii. **Click 'IPR' button** on the top and then click on 'Immovable Property Returns' Icon;
 - iv. **Click 'Add' button** and select IPR Year '**2015**';
 - v. In case the officer does not own any immovable property in terms of CCS (Conduct) Rules, click '**Submit NIL Report**' button;
 - vi. In case IPR was submitted online last year, first click '**Add button**' and then click '**Copy Property Details from Last Year's IPR for Current Year**' button. Thereafter click 'modify' button and submit it, if there is no change in the IPR details furnished last year. In case IPR is submitted online for the first time, then do not

click the button 'Copy Property Details from Last Year's IPR for Current Year' instead click 'Add New Property Details'.

- vii. If the officer is submitting IPR online for the first time, and if he owns any immovable property click 'Add New Property Details'. If the officer owns more than one property the procedure has to be repeated till all the property details are added;
- viii. After adding property details as mentioned above, click 'Close' button;
- ix. Then click 'Final Submission of IPR' to submit the report; and,
- x. Select '2015' under 'IPR Year' and click 'View'. The report as submitted by the officer will be viewed. Then click 'Print Report' at the bottom of the screen to take a print out of the report. Sign the hardcopy of the report and submit to Admin Division/Vigilance Division of the Department who will in turn forward the same to CS-II Division for records.

3. Ministries/Departments are requested that the contents of this O.M. may be widely circulated to the notice of all CSSS & CSCS officials working under their control. They should also ensure that the IPR for the year 2015 (as on 31.12.2015) is submitted within the stipulated time by all the CSSS & CSCS officials. **The officers are also informed that for non-submission of IPR within the stipulated date, vigilance clearance will be denied for empanelment, deputations etc.**

4. In case of any difficulty, please contact CMC officials who have developed Web Based Cadre Management system at telephone No. 24629890.



18/1/16
(Kameshwar Mishra)

Under Secretary to the Govt. of India
Telefax: 24623157

To

The Deputy Secretary/Director (Admn.),
All Ministries/Departments
Copy to: CMC Ltd., Lok Nayak Bhawan, New Delhi