

**F. No. 12022/02/2015 - ISS**  
**Government of India**  
**Ministry of Statistics & Programme Implementation**  
**(ISS Division)**

Room No. 406, Sardar Patel Bhavan,  
Sansad Marg, New Delhi  
Dated: 30.12.2015

**OFFICE MEMORANDUM**

**Subject: - Submission of Immovable Property Return (IPR) for the year 2015 – instructions reg.**

The undersigned is directed to invite attention of all ISS officers to Rule 18(i) (ii) of the CCS Conduct Rules, 1964 and to request to file their immovable property return as on 01.01.2016 on or before 31.01.2016. While filing the return the following guidelines may be adhered :-

- i. Full particular of the property should be mentioned i.e. Flat No./House No., Building Name/Society Name etc., Road No., Location/ Area, City/Town, Sub-Division, Taluk/District, State.
  - ii. If the property is acquired by inheritance or by purchase, the same may be mentioned and full details may be provided.
  - iii. IPR should also include the details of cost of acquisition and present value of the property as per the proforma. In case it is not possible to assess the present value accurately, the approximate value in relation to present condition may be indicated.
  - iv. In the remark column any other details as necessary may be given including the details of the sanction obtained (letter no. and date) etc.
  - v. The expressions like “**No Change**” or “**No addition/deletion**” or “**as in previous year**” will not be accepted.
  - vi. If an Officer does not own any property, she/he should state ‘**Nil**’ in the return rather leaving it blank and it should be duly signed by the officer with date.
  - vii. It may be noted that Vigilance clearance shall be denied to an Officer if she/he fails to submit her/his Annual Immovable Property Return by 31.01.2016 as per DoPT OM No. 11012/11/2007- Estt(A) dated 27.09.2011
2. It is requested that the above instructions may be strictly complied with.

  
30/12/2015

(V K Siljo)

Joint Director (ISS)

To-

1. All ISS Officers.

Copy to-

1. DDG Computer centre for placing it on Ministry Website.