

**F. No. 12022/02/2014-ISS**  
**Government of India**  
**Ministry of Statistics & Programme Implementation**  
**(ISS Section)**

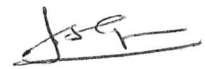
Sardar Patel Bhavan, Sansad Marg,  
New Delhi, Dated: 22.12.2014

**OFFICE MEMORANDUM**

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

The undersigned is directed to say that it has been observed that Immovable Property Return (IPR) is not properly filled by the officials. All ISS officers are, therefore, requested to ensure that details in the proforma are filled in as per the following instructions:-

- i. If the property is house/flat/building exact location and postal address to be mentioned including 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 land/plot either acquired by inheritance or by purchase, full location details including details of property, Plot No., Survey No., Plan No., Village, Taluk, Sub-Division, Town, District, State etc.
  - 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 conditions may be indicated.
  - iv. In the remarks column any other details as necessary may be given including the details of the sanction obtained (letter no. and date) etc.
  - v. The wording 'No Change or No addition or as in previous year' may be avoided and all details filled up.
2. It is requested that the above instructions may be strictly compiled with.

  
(J S Gupta)

Deputy Secretary to the Govt. of India

1. DG & CEO, NSSO, Ministry of Statistics & Programme Implementation.
2. DG, CSO, Ministry of Statistics & Programme Implementation.
3. All ADGs
4. DDG, Computer Center for placing it on Ministry's Website.
5. Master Set