

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

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2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi,  
Dated: 21<sup>st</sup> December, 2015.

OFFICE MEMORANDUM

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

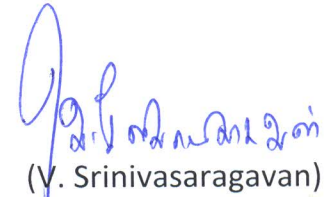
In terms of Rule 18 of CCS (conduct) Rules, 1964, Immovable Property Return for the year 2015 (as on 31.12.2015) is required to be furnished by all CSS officers by 31.01.2016. IPR should be submitted by all CSS officers through Web Based Cadre Management System which is hosted at [cscms.nic.in](http://cscms.nic.in). Print out and duly signed copy of the IPR submitted online should also be submitted to CS.I Division in respect of US and above level officers of CSS as it being the custodian of IPR of these officers. **Assistant Section Officers/Section Officers** of CSS will submit the print out 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](http://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.I Division for records.

3. Ministries/Departments are requested that the contents of this O.M. may be widely circulated to the notice of all CSS officers 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 CSS officers. **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.



(V. Srinivasaragavan)

Under Secretary to the Government of India

Tele.: 24629412

To

The Deputy Secretary/Director (Admn.),  
All Ministries/Departments

Copy to: CMC Ltd., Lok Nayak Bhawan, New Delhi