

**MOST IMMEDIATE**

No. C-29011/1/2020-Vig.  
Government of India  
Ministry of Jai Shakti  
Department of Water Resources, River Development  
and Ganga Rejuvenation

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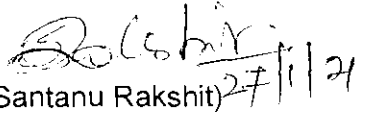
Shram Shakti Bhawan, Rafi Marg,  
New Delhi ,dated 22<sup>nd</sup> January 2021.

**OFFICE MEMORANDAM**

**Subject:** Submission of Immovable property Return for the year 2020 (as on 31.12.2020) by the Officers of the Central Secretariat Services (CSS)reg.

The undersigned is directed to enclose herewith a copy of DoPT OM F. No. 25/3/2021-CS.II(B) of dated 21<sup>st</sup> January 2021 on the above mentioned subject for information and strict compliance .

Encl: As above

  
(Santanu Rakshit) 27/1/21

Under Secretary to the Govt. of India  
Tele: No.23350131

- 1.All Wing Heads/Division Heads/Branch Heads of DoWR,RD &GR
- 2.All CSSS and CSCS officers , Officer, M/o Water Resources, RD & GR.
3. All CSSS and CSCS Officers CWC
4. All CSS S and CSCS Officer, CSMRS
- 5.NIC for uploading in Department website.

**F.No. 25/3/2021-CS.II (B)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003.

Dated: 21<sup>th</sup> January, 2021

**OFFICE MEMORANDUM**

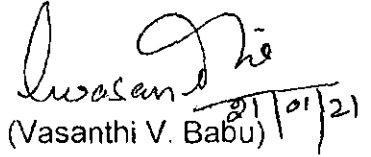
**Subject: Submission of Immovable Property Return (IPR) for the year 2021 (as on 31.01.2021) by the officers of Central Secretariat Stenographer's Services (CSSS) and CSCS – reg.**

In terms of Rule 18 of CCS (Conduct) Rules, 1964, the Immovable Property Return is required to be furnished by the CSSS officers in the grade of Principal Private Secretary and above, latest by 31.01.2021. IPR should be submitted by all the CSSS officers through Web Based Cadre Management System which is hosted at cscmc.nic.in. A copy of the print out (IPR submitted online) duly signed, should also be submitted to CS.II Division, which is the custodian of Immovable Property Return (IPR) of these Officers. CSCS officers and CSSS officers upto the level of Private Secretary will also submit their printout (IPR) duly signed, to their respective Admin/Vigilance Division.

2. Ministries/Departments are therefore, requested that the contents of this OM may be widely circulated to the notice of all CSSS and CSCS officials working under their respective control. They should also ensure that the IPR for the year 2020 (as on 31.01.2021) is submitted within the stipulated time by all the CSSS/CSCS Officials. The officers are also informed that non-submission of the IPR within the stipulated date, would invite the denial of vigilance clearance for empanelment, deputation, applying to sensitive posts and assignment to training programme (except mandatory training) as the IPR status needs to be checked for the said purpose(s).

3. It is, therefore, requested that all the CSSS/CSCS officials may be directed to file their Immovable Property Return (IPR) for the year 2020 (as on 31.01.2021) well in time, latest by 31.01.2021, **through Web Based Cadre Management System only**. IPRs received beyond the stipulated date, shall not be regarded as conforming to the extant guidelines. It is also stated that the date of filing of the IPR has already been started from 01<sup>st</sup> January, 2021 and the Immovable Property Returns" window has been operative at **cscms.nic.in**.

4. In case of any doubt/difficulty about filing the IPR, Shri Bhurelal ([bl.Siwal@nic.in](mailto:bl.Siwal@nic.in)) and Shri Ajay Giri, Assistant Section Officer of CS-II Division may be contacted at Telephone No.24625816.

  
(Vasanthi V. Babu) 21/01/21

Under Secretary to the Government of India  
Tele: 24623157

To  
The Deputy Secretary/Director (Admn.)  
All Ministries/Departments  
(Through DoPT Websites)