

“हर काम देश के नाम”



# कार्यालय रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी-110010

OFFICE OF THE CONTROLLER GENERAL DEFENCE ACCOUNTS

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No. AN//Property/Misc.

Date: 27.01.2023

To,

PC'sDA/PIFA's/C'sDA/IFA's/PCA (Fys)  
(Through Website)

Sub: Submission of IPR's for the year 2022.

Please refer GID No. 22 of Rule 18 of C.C.S (Conduct) Rules, 1964 & DOPT F. No. 11013/3/2011-Estt. (A) date: 23.09.2013.(Copy enclosed)

2. It is observed that a significant number of IDAS officers are yet to submit IPR for year 2022 till date.

3. In this regard, the undersigned is directed to state that it may be ensured that duly filled IPR for year 2022, in respect of IDAS officers, under your jurisdiction may be forwarded to HQrs office on or before 31.01.2023.

  
(Shashi Pratap Singh)  
Sr. ACGDA (AN-I)



**(21) Appropriate Authorities not to sanction acceptance of substantial amounts as advance rent if it is in violation of the concerned State's Act.**— A survey conducted has revealed that there is a fairly widespread practice among Government servants to accept substantial amounts as "advance rent" from the prospective tenants even in cases not covered by regular agreement entered into under the provisions of the Delhi Rent Control Act or other State Rent Control Acts. In this connection, attention is invited to the provisions contained in Section 5 (2) (b) and Section 5 (4) (b) of the Delhi Rent Control Act which are reproduced below—

5 (2) (b) No person shall, in consideration of the grant, renewal or continuance of a tenancy or sub-tenancy of any premises except with the previous permission of the Controller, claim or receive the payment of any sum exceeding one month's rent of such premises as rent in advance.

5 (4) (b) Nothing in this section shall apply to any payment made under an agreement by any person to a landlord for the purpose of financing the construction of the whole or part of any premises on the land belonging to, or taken on lease by, the landlord, if one of the conditions of the agreement is that the landlord is to let to that person the whole or part of the premises when completed for the use of that person or any member of his family, provided that such payment does not exceed the amount of agreed rent for a period of five years of the whole or part of the premises to be let to such person.

2. When a Government servant lets out the premises to a tenant, it obviously, constitutes a transaction in immovable property under Rule 18 (2) of the CCS (Conduct) Rules, 1964, which *inter alia* provides that no Government servant shall except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, etc. Such a Government servant is required to obtain the previous sanction of the prescribed authority if the transaction is—

(a) with a person having official dealings with the Government servant; or

(b) [ \*\*\* ]

3. The appropriate authorities should refrain from sanctioning acceptance of substantial amounts as advance rent, if this is proposed to be done in violation of the provisions of the Delhi Rent Control Act. For this purpose, if necessary, the concerned authorities should ask for production of the lease agreement and examine it with a view to seeing that the conditions stipulated in Section 5 (4) (b) of the aforesaid Act or similar provisions in the State Rent Control Acts are satisfied.

4. The Ministry of Finance, etc., are, therefore, requested to bring to the notice of all persons working under them the contents of the Delhi Rent Control Act and Rule 18 (2) of the CCS (Conduct) Rules, 1964, so that these provisions

and similar other provisions in other States' Acts, wherever they are applicable, are strictly observed by Government servants.

[ G.I., C.S., (Dept. of Per.), O.M. No. 11013/18/75-Estt. (A), dated the 21st February, 1976. ]

**(22) Inclusion of a column in the CR format of Group 'A' and Group 'B' Officers regarding annual returns.**— In accordance with the instructions contained in M.H.A., O.M. No. 25/10/55-Estt. (A), dated the 12th January, 1956 (*copy reproduced below*), every Government servant holding a Group 'A' or 'B' post is required to submit the immovable property return in the prescribed form in respect of every Calendar year by 31st January of the next year. The need for obtaining these returns regularly and in time and making a careful and minute scrutiny of the same was emphasized in this Deptt.'s O.M. No. 11013/12/85-Estt. (A), dated 11-10-1985. It has, however, been noticed that the immovable property returns are not submitted in time, as required under the instructions referred to above. The question of enforcing the requirement of timely submission of the return has been considered in this Department and, as one of the steps in this direction, it has been decided to include a column in the ACR format of Groups 'A' and 'B' officers which shall be placed as Column 4 in Part-II (Self-appraisal) of the ACR as under—

"Please state whether the annual return of immovable property for the preceding calendar year was filed within the prescribed date, i.e., 31st January of the year following the calendar year. If not, the date of filing the return should be given."

2. Ministry of Finance, etc., are requested to ensure that a column on the above lines is duly included in the ACR format while taking action for getting the reports for the year 1993-94 onwards completed in respect of various Group 'A' and Group 'B' officers under their control.

3. The various cadre authorities who have prescribed their own ACR formats for members of their services are also requested to consider including a similar column in the ACR formats applicable to Group 'A' and Group 'B' officers.

[ G.I., Dept. of Per. & Trg., O.M. No. 21011/28/93-Estt. (A), dated the 20th December, 1993. ]

#### ENCLOSURE

G.I., M.H.A., O.M. No. 25/10/55-Estt. (A),  
dated the 12th January, 1956

Under sub-rule (3) of Rule 15 of the Central Civil Services (Conduct) Rules, 1955 (*now Rule 18*), every member of Class I and Class II services shall, on first appointment to Government service and thereafter at intervals of 12 months, submit a return of immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person, it has been decided that this return shall be submitted in the form (Annexure) attached to this Office



Memorandum, to the authority prescribed in Explanation (a) to sub-rule 15 (1) [now Rule 18 (5) (2)] of these rules within a month of their appointment and subsequently in the month of January every year. The initial return should show the position as on the date of their appointment and subsequent returns as on the 1st January of the year in which they are submitted. In the case of persons already in service, the first return, if one has not already been submitted, shall indicate the position as on the 1st January, 1956.

2. These returns shall be treated as secret and shall, after such scrutiny as may be considered necessary, be kept in the custody of the authority which maintains the Character Rolls of the officers concerned; they should not, however, be filed in the Character Roll itself, but kept separately.

3. Reference is invited to Explanation (a) (i) under Rule 15 (1) [now Rule 18 (5) (2)] of the Central Civil Services (Conduct) Rules, 1955. The question has been raised as to which authority in Government should appropriately exercise the functions of the prescribed authority as mentioned in this Explanation. In respect of Class I (Group 'A') officers intended to man posts in or under more than one Ministry, the Ministry administratively concerned with the post or service of which the Government servant is a member, should act as the prescribed authority in this connection. In the latter case, the functions of the prescribed authority would be discharged by the Ministry which controls the service in question. An instance of a service of this nature is the Central Secretariat Service which is controlled by the Home Ministry but is intended to man posts in an under the various Ministries. For a Class I (Group 'A') officer of this service, therefore, the prescribed authority for purposes of Rule 15 [now Rule 18] would be the Ministry of Home Affairs. In the case of Class II and Class III (Group 'B' and Group 'C') officers of this and such other services, however, Explanation (a) (ii) and (a) (iii) would apply and the functions of the prescribed authority would be discharged by the Head of the Department or the Head of the Office in which he is for the time being employed, as the case may be.

4. A question has also been asked whether construction of a house requires the previous knowledge or sanction, as the case may be, of the prescribed authority under Rule 15 [now Rule 18] of the Conduct Rules. Since such construction results in the acquisition of an immovable property, the provisions of this rule are clearly attracted. A Government servant should, therefore, report to, or seek the permission of, the prescribed authority, as the case may be, before commencing the construction of, or addition to, any building.

### ANNEXURE FORM

#### Statement of immovable property on first appointment for the year

1. Name of officer (in full) and service to which the officer belongs ... ..
2. Present post held ... ..

#### 3. Present pay ... ..

Name of District, Sub-Division, Taluk and Village in which property is situated 1	Name and details of property		
	Housing and other buildings 2	Lands 3	*Present Value 4

If not in own name state in whose name held and his / her relationship to the Government servant 5	How acquired whether by purchase, lease**, mortgage, inheritance, gift, or otherwise, with date of acquisition and name with details of person / persons from whom acquired 6	Annual income from the property 7	Remarks 8

Signature .....

Date .....

Inapplicable clause to be struck out.

\*In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.

\*\*Includes short-term lease also.

NOTE.— The declaration form is required to be filled in and submitted by every member of Class I and Class II [Group 'A' and Group 'B'] services under Rule 15 (3) of the Central Civil Services (Conduct) Rules, 1955 [now Rule 18 (1) of the CCS (Conduct) Rules, 1964], on the first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person.

**(23) Punitive action for failure to submit Annual Immovable Property Returns in time.**— In accordance with the provisions of Clause (ii) of Rule 18 (1) of the CCS (Conduct) Rules, 1964, every Government servant holding a Group 'A' or 'B' post is required to submit an annual return giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person. It has been prescribed in M.H.A., O.M. No. 25/10/55-Estt. (A), dated 12-1-1956, that such reports shall be submitted in the month of January, every year. The form used for this purpose has also been prescribed under the said OM. The need for



(4)

F.No. 11013/3/2011-Estt.(A)  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training  
Estt.(A)-III Desk

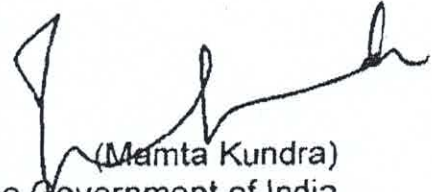
North Block, New Delhi  
Dated 23<sup>rd</sup> September, 2013

OFFICE MEMORANDUM

**Subject:** Submission of Immovable Property Returns (IPRs) by officers of Group A Central Services for each year and placing the same in public domain.

The undersigned is directed to refer to this Department's O.M of even no. dated 11/04/2011 requesting all Cadre Controlling authorities to place in public domain the IPRs of Group 'A' Officer for the year 2010 by 31.05.2011.

2. In this connection, it is clarified that this was not intended to be a one-time measure but will be a continuous process. All Cadre Controlling authorities are requested that the IPRs (to be submitted by 31<sup>st</sup> January each year) may be placed in public domain by 31<sup>st</sup> March of that year. A report in respect of Group 'A' Service controlled by the Ministry/Department and offices belonging to General Central Service Group 'A' under the Ministry /Department may be sent to this Department by 30<sup>th</sup> April every year.



(Mamta Kundra)  
Joint Secretary to the Government of India

To

1. All Ministries/Departments of the Government of India
2. The Comptroller and Auditor General of India
- ✓ 3. NIC (DOP&T) for placing the circular in website.