



**Letter No.2257/Special.B/2021-1, Dated:09.12.2021**

From  
Dr. V. Irai Anbu, I.A.S.,  
Chief Secretary to Government.

To  
All Indian Administrative Service Officers.  
(Tamil Nadu Cadre)

Sir / Madam,

Sub: All India Services (Conduct) Rules, 1968 -  
Instructions regarding online filing of  
Immovable Property Returns (IPRs) by All India  
Services Officers – Forwarded - Reg.

Ref: From the Establishment Officer & Additional  
Secretary, Government of India, Department of  
Personnel & Training, Ministry of Personnel,  
Public Grievances and Pensions, New Delhi,  
D.O. Letter No.6(1)/2021-EO(PR),  
Dated:26.11.2021.

\* \* \* \*

The Establishment Officer & Additional Secretary, Government of India, Department of Personnel and Training, M/o Personnel, Public Grievances and Pensions, New Delhi in the D.O. letter cited has stated that **Rule 16(2) of AIS (Conduct) Rules, 1968 provides that every member of the Service shall submit an annual return in such form as may be prescribed by the Government in this regard, 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.** In terms of the instructions vide OM No.8/9/60-AIS(III), dated.16.02.1960 and OM No.11017/74/93-AIS(III), dated.04.01.1994 issued under this Rule, every member of the service is required to submit annual immovable property return by 31<sup>st</sup> January of the next year. He has further added that failure on the part of the members of Service to comply with the requirements of the aforesaid provisions constitutes good and sufficient reason for institution of disciplinary proceedings, among other things vide O.M.No.104/33/ 2005-AVD-I, dated 29.10.2007 and 07.09.2011, against them.

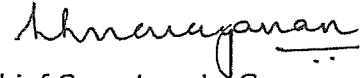
2. The GOI during 2017, have introduced online filing of IPR in respect of IAS officers w.e.f. 01<sup>st</sup> January, 2017 through the Module designed for the purpose. Through this Module, the officers can submit the IPR either electronically or upload scanned copy of the manually filled-in IPR. This online Module closes automatically after the

P.T.O.

prescribed timeline of 31<sup>st</sup> January 2022 in respect of the calendar year 2021. He has therefore requested the Government to issue necessary instructions to all IAS officers working in various departments, to ensure that they submit their IPRs for the year 2021 (as on 01.01.2022) online in the IPR Module, as per the prescribed timeline.

3. I am therefore to request you to ensure that the IPR in the form prescribed by the GOI be submitted **online through IPR Module available in your SPARROW site for the year ended 31<sup>st</sup> December 2021, within the prescribed timeline of 31<sup>st</sup> January 2022.**

Yours faithfully,



for Chief Secretary to Government

**Copy to:**

The Home, P&E, Department, Chennai – 600 009.  
The Environment, Climate Change and Forests Department,  
Chennai – 600 009.

**FORM -I**

**STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2021 AS ON : 01.01.2022**

1. Name of officer (in full) : \_\_\_\_\_ 3. Cadre & Batch: \_\_\_\_\_
2. Service to which the officer belongs: Indian Administrative Service 4. Present Pay: \_\_\_\_\_

1	2	3	4	5	6	7	8
Name of District, Sub-Division, Taluk and village or City in which property is situated (full location & postal address)	Name and details of Property, Housing, lands and other Buildings	Cost of construction / Acquirement (and year purchased) including of land in case of house.	Present Value *	If not in own name, state in whose name held & his / her relationship to the Government servant	How acquired, whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of person(s) from whom acquired	Annual Income from property	Remarks.
	2	3	4	5	6	7	8

SIGNATURE : \_\_\_\_\_  
 NAME : \_\_\_\_\_  
 DESIGNATION : \_\_\_\_\_  
 DATE : \_\_\_\_\_

Note: Please read the notes overleaf before filling up the Form

**NOTES**

- \* 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 leases also.
- The declaration form is required to be filled in and submitted by every member of Class I and II services under relevant provisions of Conduct Rules and 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 member of his family or in the name of any other person dependent on Government servant.
- The wording 'No change or No addition or As in previous year' may be avoided and all details filled up.
- AIS officers are requested to fill the form in duplicate.