



**PUBLIC (SPECIAL-B) DEPARTMENT  
SECRETARIAT, CHENNAI - 600 009**

Letter No.3000/Special.B/2018 - 1, Dated:13.12.2018

From  
Dr. (Tmt) Girija Vaidyanathan, IAS.,  
Chief Secretary to Government.

To  
All Indian Administrative Service Officers.

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 Secretary to Government of India,  
Ministry of Personnel, Public Grievances and  
Pensions, Department of Personnel and  
Training, New Delhi, D.O.Letter No.6(1)/2014-  
EO(PR), Dated: 04.12.2018.

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The Secretary to GOI, Department of Personnel and Training, M/o PPG&P, New Delhi in the letter cited has stated that Rule 16(2) of AIS (Conduct) Rules 1968 provides that every member of 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 OMs Dated 16.02.1960 and 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 and denial of vigilance clearance among other things against them.

p.t.o.

2. The GOI during 2017, have introduced online filing of IPR in respect of IAS officers' 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 will close automatically after the prescribed timeline of 31<sup>st</sup> January 2019 in respect of the calendar year 2018. He has therefore requested the Government to issue necessary instructions to all IAS officers working in various organizations to ensure that they submit their IPRs online in the IPR Module for the year ending on 31<sup>st</sup> December 2018 within 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 2018, within the prescribed timeline of 31<sup>st</sup> January 2019.

Yours faithfully,  


for Chief Secretary to Government.

Copy to:

The Home Department, Chennai-9.  
The Environment and Forests Department,  
Chennai-9.