

**OFFICE MEMORANDUM**

Subject:- Submission of Immovable Property Return (IPR) for the year 2017 (as on 31.12.2017) by the Officers of Central Secretariat Stenographer Services (CSSS) 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 PPS, Sr.PPS and PSO, latest by 31.01.2018. IPR should be submitted by all the CSSS Officers through Web Based Cadre Management System which is hosted at **cscms.nic.in**. A copy of the print out (IPR submitted online) duly signed, should also be submitted to CS.II (A) Section, which is the custodian of IPR of these Officers. **Steno Grade D, PA and PS** of CSSS will also submit the print out (IPR) duly signed, to their respective **Admin/Vigilance Division**.

2. Ministries/Departments are therefore, requested that the contents of this O.M. may be widely circulated to the notice of all CSSS Officers/Officials working under their respective control. They should also ensure that the IPR for the year 2017 (as on 31.12.2017) is submitted within the stipulated time by all the CSSS Officers. **The officers are also informed that non-submission of IPR within the stipulated date, would invite the denial of vigilance clearance for empanelment, deputation and 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 Officers may be directed to file their Immovable Property Return (IPR) for the year 2017 (as on 31.12.2017) well in time, latest by 31.01.2018, through Web Based Cadre Management System only. IPRs received beyond the stipulated date, shall not be regarded as conforming to the extant guidelines.

4. In case of any difficulty in filing the IPR, the TCS Engineer (Sh.Anuj Kumar) may be contracted at Telephone nos. 24629890 or 24629414 of this Division.

(Chirabrata Sarkar)

Under Secretary to the Government of India

Tele: 24623157

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