

No. 20-01/2022-SPG
Government of India
Ministry of Communications
Department of Posts
Personnel Division

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated: 12.12.2022

OFFICE MEMORANDUM

Subject: Submission of AIPR under Rule 18 of Central Civil Services (Conduct) Rules, 1964– reg.

I am directed to invite your kind attention to Rule 18(1) (ii) of CCS (Conduct) Rules, 1964 which reads as under: -

“Every Government servant belonging to any service or holding any post included Group ‘A’ and Group ‘B’ shall submit an Annual Report in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him/her or owned or acquired by him/her on lease or mortgage either in his / her own name or in the name of any member of his family or in the name of any other persons”.

2. DoP&T vide circular No. 11/7/2011-EO(PR) dated 4th April 2011, has provided that officers who do not submit the property return in time would be denied Vigilance Clearance and will not be considered for promotion and empanelment for senior level posts in Government of India. Government of India have also decided the Annual Property Return as on January 1st, every year in respect of Members of All India Service and other Group ‘A’ Central Service Officers will be placed in the public domain by 31st January.

3. In view of the above, all IPoS Group ‘A’ officers and Group ‘B’ officers are requested to fill the complete details in the AIPR form and strictly comply with the guidelines of CVC Vigilance Manual, 2017 while submitting the Annual Immovable Property Returns (AIPRs) for the year ending 2022. All the officers are requested to submit the AIPRs latest by 31st January, 2023.

4. All the IPoS Group ‘A’ officers are requested to file AIPR for the year ending 2022 through IPR module in SPARROW portal only. AIPR module in SPARROW will get disabled on 31.01.2023, hence, no AIPR can be submitted after 31.01.2023. Reference documents i.e. acquisition and disposal permission may kindly be uploaded with AIPR for future reference and making these documents permanent record as part of AIPR.

5. As regards, AIPRs of officers other than IPoS, Group 'A', the Heads of Circles will maintain and scrutinize the AIPRs and furnish a certificate by 01.03.2023 that AIPRs of all these officers have been received, scrutinized and maintained in Circle Office.

Yours faithfully,



(Hemant Kumar)
Assistant Director General (SPG)

Copy to:

1. Sr.PPS to Secretary (Posts) /PPS to Director General Postal Services.
2. Sr. PPS/PPS to All Members, PSB/Addl. DG (Co-ordination).
3. Sr. Deputy Director General (Vigilance) & CVO / Chief General Manager, Parcel Directorate / PLI Directorate.
4. All Chief Postmasters General/Postmasters General. (With a request to circulate copy of this letter to all SAG, JAG, STS and JTS IPoS Group 'A' officers in Circle)
5. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad.
6. Addl. DG, APS C/o 56 APO.
7. Secretary, Postal Services Board/ All Deputy Directors General.
8. GM (CEPT), Mysore, with a request to upload the order on India Post Website.
9. All GMs/Directors, Postal Directorate/ BD Directorate / Parcel Directorate / PLI Directorate.
10. All Assistant Directors General (ADsG), Postal Directorate/ AGMs, BD Directorate / Parcel Directorate / PLI Directorate.
11. All IPoS Group 'A' officers on deputation.
12. All PS Group 'B' officers working in the Postal Directorate. (To submit the AIPR directly to SPG section as per proforma enclosed)
13. The Section Officer, Vigilance Branch, DOP, Dak Bhawan New Delhi.
14. CS to Member (P).
15. Guard File.



(O.P. Pokhriyal)
Assistant Director (SPG-I)

STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT/ AS ON 31ST DECEMBER _____

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

Name of the District, Taluk & Village in which property is situated	Name and details of property		Present value*	If not in own name, state in whose name held and his/her relationship to the government servant	How acquired whether by purchase, lease** mortgage, gift or otherwise with date of acquisition and name with details of person/persons from whom acquired	Annual income from property	Remarks
	Housing and other building	Lands					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Signature of the officer)

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 condition may be indicated.

*** Includes short-term lease also.*

Note: The declaration form is required to be filed in and submitted by every member of Class I (and Class II Group A) and Group B1 services under Rule 15(3) of the Central Civil Services (Conduct) Rules, 1953 (now Rules 18(1) of the CCS (Conduct) Rules, 1984), on the first appointment to the services 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.

7/1