



**OFFICE OF THE PRINCIPAL COMMISSIONER,
CUSTOMS, MUNDRA,
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MUNDRA PORT, MP & SEZ, MUNDRA-370 421.
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F. No. S/27(CON)34/Mundra/2017-18

COMMISSIONER
09 JAN 2018
Date 08.01.2018
Custom House, Mundra

To,

The Deputy/Assistant Commissioner (All Section Heads)
Custom House, Mundra.

**Subject: Submission of Annual Immovable Property Return for the year 2017
(as on 1st January 2018).**

As per clause (ii) of Rule 18(1) of CCS (Conduct Rules), 1964 and DoPT Office Memorandum No. 11013/7/2014-Estt. (A-III) dated 26.10.2015 under rule 18(4) of CCS (Conduct Rules), 1964, all Government servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D' shall submit an Annual Immovable Property Returns in the prescribed form giving full particulars regarding the immovable property inherited or owned or acquired or held on lease or mortgage either in his own name or in the name of his family or in the name of any other person to the confidential section on or **before 31st January of the following calendar year.**

However, in view of the DGHRD, New Delhi's letter F.No.8/B/328/HRD(HRM)/IPR/2016 dated 19/12/2016, all group "A" officers (C&CE) are required to file their Annual Immovable Property Return (IPR) Online in the IPR module "SPARROW" by logging into **<https://sparrow-irs.eoffice.gov.in>** mandatorily, and submit a hardcopy of the same so as to reach Confidential section latest by 31st January of the year.

The officers who are filling their IPRs for the **FIRST TIME** may be instructed to specially mention **FIRST IPR** on the right-hand side of the return. It is also clarified that even in cases where an officer has NO IMMOVABLE PROPERTY to report, a **NIL IPR** is required to be submitted in the prescribed Proforma (Enclosed for ready reference).

As per Ministry's letter F No: A-29012/1/2000-HQ/ER dated 5/01/2000 each and every column of the IPR is to be filled up invariably even if there is no change in the details of the property held as compared to the previous year IPR. Thus, while filling up the IPR proforma, all the particulars of immovable property have to be mentioned clearly even if these were reported in the previous year IPR as the value of immovable property etc., changes from time to time. It may also be ensured that no column of the prescribed proforma is left blank and that information required should be reported meticulously. IPRs containing remarks such as **NO CHANGE/NO ADDITION/ As IN THE PREVIOUS YEAR** etc., will not be accepted and will be treated as not filed with this office.

Further, as per DoPT O. M. No.11013/12/93-Ests (A) failure on the part of the Government Servant to comply with the requirement of clause (ii) of Rule 18(1) of the CCS (Conduct Rules),

1964, forms a good and sufficient reason for instituting disciplinary proceeding against him. Strict action may be taken against employees who fail to submit the returns in time or who furnish wrong information. As per, DoPT O. M. No. 11012/11/2007 – Estt. A dated 14.12.2017, Vigilance Clearance shall be denied to an officer if he fails to submit his annual Immovable Property Return of the previous year by 31st January of the following year as required under Rule 18 of the CCS (Conduct Rules), 1964.

In view of the above, the hard copy (**in duplicate**) of the Statement of IPR for 2017 (as on 01.01.2018) duly signed by the officer should be forwarded to Confidential section on or before 31.01.2018. Also, a **Completion Certificate** (copy enclosed) to the effect that **"NO IPR PENDING"** should be issued by all the Supervisory officers so as to reach this section by 10/02/2018 positively without fail.



(B. K. Singh)

Additional Commissioner

Custom House, Mundra

Encls: (1) IPR Proforma
(2) Completion Certificate

Copy to:

1. PA to the Commissioner of Custom House, Mundra.
2. The Additional Commissioner, Customs, House, Mundra.
3. Public Relation Officer to collect IPRs from Head Hawaldars/Hawaldars.

COMPLETION CERTIFICATE

It is Certified that all Group 'A', 'B', 'C' and erstwhile group 'D' officers (List enclosed) who are working in this office have furnished their Annual Immovable Property Return as on 01/01/2018 in the prescribed proforma and the same have been scrutinized and forwarded to the Confidential Section, Custom House, Mundra.

Signature with date :

Head of Office/Section :

STATEMENT ON IMMOVABLE PROPERTY FOR THE YEAR 2017-18 AS ON 1ST JANUARY 2018

1. Name of the Officer :
2. Service to which the officer belongs :
3. Present post held :
4. Date of Birth :
5. Present Pay :

Name of District, Sub-Division, Taluka & Village in which the property is situated.	Name & details of the property			If not in own name, state in which name held & his/ her name & relationship to the Govt. Servant	How acquired, whether by purchase, leases, Mortgage, inheritance, gift or otherwise with the date of acquisition & name with details of persons from whom acquired. Also indicate the sources of finance.	Annual income of the property.	Remark
	Housing & other building	Lands	Present value				
1	2	3	4	5	6	7	8

Place: Mundra
Date:

Signature of the Officer with date