

Time Bound

F.No. 11/1/2016-vig/553
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade

New Delhi, Dated: 21.12.2017

CIRCULAR

Subject: Central Civil Service (Conduct) Rules, 1964- Submission of Annual Immovable Property Return (AIPR) for the year 2017(as on 31.12.2017)-

In accordance with the provision of Rule 18(1)(ii) of Central Civil Service (Conduct) Rules, 1964 every Government Servant holding Group 'A' or Group 'B' post is required to submit an annual return giving full particulars regarding the immovable property inherited by him/her or owned or acquired by him/ her or held by him/her on lease or mortgage, either in his/her name or in the name of any member of his/her family or in the name of any other person.

2. All Group 'A', & 'B' officers/officials in Headquarters of the DGFT and those posted in Zonal/Regional Offices are requested to submit the statement of immovable property for the year 2017 (as on 31.12.2017) so as to reach this office by **31st January, 2018 positively**. The modalities of filing online AIPRs would be as under-

a) **ITS Officers:** All officers of Indian Trade Service (ITS) are required henceforth to submit their Annual Immovable Property Return (commencing AIPR for 2017) on '**Sparrow Software**' through which they are already filing their Annual Performance Appraisal Reports. ITS officers may access SPARROW by logging into <https://sparrow-its.eoffice.gov.in> either in Internet Explorer or Mozilla browser and thereafter may take following steps :

- (i) The "**Smart Performance Appraisal Report Recording Online Window**" screen will open up which is essentially a login screen for SPARROW. The screen will have three fields "**Username**", "**Password**" and "**Captcha**".
- (ii) The username will be the NIC email id and only the name before "@" should be entered. The password for the application will be same as your NIC email ID password.
- (iii) The menu on the left hand side screen will have two sections. One for SPARROW & another for IPR. For filling up annual property return, IPR Section may be opened following by assessment year.
- (iv) The IPR may be filled up and submitted as done for APAR. A print out of the return submitted online, duly signed, shall be forwarded to this section within stipulated date of 31.01.2018.

b) **CSS Officers:** Under Secretary/Deputy DG and above level officers of CSS working in DGFT at Headquarters and in Zonal offices should file their Immovable Property Return (IPR) for the year 2017 (as on 31.12.2017) by 31.01.2018, through the '**Web Based Cadre Management System**' only. They are also required to take a print out of the return submitted online and forward the same to this section duly signed.

c) All other Group 'A' & 'B' officers working in DGFT (Hqrs.) & Zonal offices are required to file their AIPR in the enclosed proforma & submit to Vigilance Section of DGFT (Hqrs.) by 31.01.2018.

3. Filling of Annual Immovable Property Return by all concerned Officers is mandatory under the CCS (Conduct) Rules, 1964 and therefore, return must be filed even if no acquisition/ disposals are effected during the year 2017. While furnishing the IPRs it may be ensured that phrases such as "same as the previous year" or "no change" are not used and full particulars of the immovable property inherited/owned/acquired or held are furnished in terms of Rule 18 of CCS (Conduct) Rules, 1964.

4. It may be noted that in terms of DOPT Circular No. 11/7/2011-EO(PR dated 04.04.2011 and O.M. No. 11012/11/2007-Estt.(A) dated 27.09.2011, submission of AIPR by 31st January of every year is a pre requisite for vigilance clearance.

5. It may also be noted that the onus for timely submission of such property returns lies on the concerned officers and any default in this regard will be at his/her own risk.

Encl : Copy of prescribed proforma (1 page)

(Arvind Shukla)

Deputy Director General of Foreign Trade

Email : arvind.shukla70@gov.in

Tele: No.23061562 Extn, 228

To

1. All Group 'A', & 'B' Officers at Headquarters of DGFT with the request to ensure necessary compliance.
2. All Heads of Zonal/ Regional Officers of DGFT: The requisite returns in respect of Group 'A' & 'B' Officers working under their control may please be obtained and forwarded to this office by the prescribed date along with the list of defaulting officers, if any.
3. EDI Section, DGFT: with request to upload the circular on DGFT website.

Copy for information-

1. PPS to DG
2. PSs to all Addl. DGs

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR 2017 AS ON 31.12.2017

Service : _____

Name of the officer (in full) _____ Designation _____

Date of Birth _____ Ministry/Department/Office _____

CSL No : _____ 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 & Details of Property, Housing, Lands and Other Buildings	Cost of construction/ acquisition (and year when purchased) including of land in case of house	Present Value*	If not in own name, state in whose name held and his/her relationship to the Govt. servant	How acquired. Whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of person/persons from whom acquired	Annual income from the property	Remarks

Signature : _____
Date : _____

Note : Please read the notes overleaf before filling up the form.

NOTES

1. * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
2. ** Includes short-term leases also.
3. The declaration form is required to be filled in and submitted by every member of Class I and II (Group A and Group B) services under Rule 15(3) of the Central Civil Services (Conduct) Rules, 1955, [now Rule 18(1) of the CSS (Conduct) Rules, 1964] on 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.
4. The wording '**No change or No addition or as in previous year**' should be avoided and full **details provided**.
5. The columns should be filled up neatly in capital letters and submitted in duplicate.