

श्रीनिवास आर. कटिकिथाला, भा.प्र.से.  
SRINIVAS R. KATIKITHALA, IAS  
स्थापना अधिकारी एवं अपर सचिव  
ESTABLISHMENT OFFICER &  
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भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली-110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC  
GRIEVANCES AND PENSIONS  
NORTH BLOCK NEW DELHI-110001

DO No. 6(1)/2014-EO(PR)

Dated, the 06 January, 2021

Dear Sir/Ma'am,

Rule 16(2) of AIS (Conduct) Rules, 1968 provides that every member of the 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 OM No.8/9/60-AIS(III) dated 16.02.1960 and OM No.11017/74/93-AIS(III) dated 04.01.1994 issued under this Rule, every member of the service is required to submit annual immovable property return by 31st January of the next year. Failure on the part of the members of the Service to comply with the requirements of the aforesaid provisions constitutes good and sufficient reason for institution of disciplinary proceedings, among other things vide this Department's OM No.104/33/2005-AVD-I dated 29.10.2007 and 07.09.2011, against them.

2. In order to further facilitate the filing of IPR's, this Department had vide DO No.6 (1)/2014-EO(PR) dated 22.12.2016 introduced online filing of IPR in respect of IAS officers w.e.f. 1st January, 2017 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 closes automatically after the prescribed timeline of 31st January, 2021 in respect of the calendar year 2020. The officers need not send a hard copy either to their Cadre or to DoPT.

3. I would, therefore, request you to kindly issue necessary instructions to all IAS officers working in your Ministry and its various departments, to ensure that they submit their IPRs for the year 2020 (as on 01.01.2021) online in the IPR Module, as per the prescribed timeline.

With regards,

Yours Sincerely,

(Srinivas R. Katikithala)

Secretaries to the Govt. of India  
(As per standard list)



Copy to:

- (i) The President's Secretariat, New Delhi.
- (ii) The Prime Minister's Office, New Delhi.
- (iii) The Cabinet Secretariat, New Delhi.
- (iv) The Rajya Sabha Secretariat, New Delhi.
- (v) The Lok Sabha Secretariat, New Delhi.
- (vi) NITI Aayog, New Delhi
- (vii) Election Commission, New Delhi.
- (viii) UPSC, New Delhi.
- (ix) Central Vigilance Commission, New Delhi.
- (x) O/o Comptroller & Auditor General, New Delhi.
- (xi) JS (Admn.), DoPT, North Block, New Delhi.