

Government of West Bengal  
Department of Personnel & Administrative Reforms Department  
I.A.S. Cell, Nabanna, Howrah

No. 2619-PAR (IAS)/Comnr-34/2016

Dated, Howrah, the 13<sup>th</sup> December, 2018

**Memorandum**

Subject: Submission of Declaration of Assets by IAS officers of the State Cadre under  
relevant Rules of AIS (Conduct) Rules, 1968

A copy of DO No. 6(1)/2014-EO (PR) dated: 04-12-2018 of Dr. C. Chandramouli, IAS, Secretary, DOPT, GOI is attached herewith for information to all concerned.

2. It may be noted that DOPT introduced a module for on-line submission of IPR (Immovable Property Return) under 16(2) of AIS (Conduct) Rules, 1968 with effect from 01-01-2017 in the Home page of SPARROW for all the serving IAS officers and IAS officers submitted their IPR for 2016 (as on 01-01-2017) accordingly.

2. Like last two years, all officers belonging to IAS are requested to take urgent necessary action for filing their IPR on-line by 31<sup>st</sup> January, 2019 in the SPARROW module mentioned above, for the year 2018 (as on 01-01-2019).

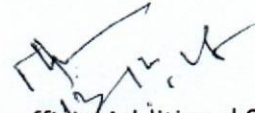
3. In addition to this, the concerned officers will continue with the existing system of filing the yearly return of Immovable & Movable Properties by the IAS officers in Form 'A' and Form 'B' respectively within 31<sup>st</sup> January, 2019 in hard copy for record in the Department.

Sd/-  
(P. K. Mishra)  
Principal Secretary

No. 2619/1(6)-PAR (IAS)/Comnr-34/2016 Dated, Howrah, the 13<sup>th</sup> December, 2018

Copy for kind information and necessary action to

1. \_\_\_\_\_
2. The Addi. Secretary (IT Cell) of this department for uploading on the Department Website
3. Joint Secretary (Vigilance) of this department
4. Under Secretary, Home and Hill Affairs Department with request to inform the officers from his level as well
5. Sr. PS to the Chief Secretary
6. Guard File

  
OSD & ex-officio Additional Secretary

डा. सी चंद्रमौली, भा.प्र.से.  
सचिव  
Dr. C Chandramouli, IAS  
SECRETARY



भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन  
नॉर्थ ब्लॉक, नई दिल्ली-1100  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK NEW DELHI-110001  
December 04, 2018

D.O. No. 6(1)/2014-EO (PR)

Dear Chief Secretary,

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 31<sup>st</sup> 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, against them, as already communicated vide this Department's OM No.104/33/2005-AVD-I dated 29.10.2007 and 07.09.2011.

2. This Department has since introduced online filing of IPR in respect of IAS officers w.e.f. 1<sup>st</sup> 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 will close automatically after the prescribed timeline of 31<sup>st</sup> January, 2019 in respect of the calendar year 2018.

3. I would, therefore, request you to kindly issue necessary instructions to all IAS officers working in your State Government and its various organizations, including international organizations, to ensure that they submit their IPRs online in the IPR Module for the year ending on 31<sup>st</sup> December, 2018, within the prescribed timeline of 31<sup>st</sup> January, 2019.

With regards,

Yours sincerely,

(Dr. C. Chandramouli)

Chief Secretaries of States.



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