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OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST AND CENTRAL EXCISE
TAMIL NADU AND PUDUCHERRY
26/1, MAHATMA GANDHI ROAD, CHENNAI - 600034

C.No.II/39/403/2018-CF/Vig.CCO

Date: 22.12.2020

CIRCULAR

Sub: Filing of Immovable Property Return for the year
ending 31.12.2020 - Reg.

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In terms of Rule 18(1)(ii) of Central Civil Services (Conduct) Rules, 1964 and DOP&T O.Ms. in F.No.11013/7/2014-Estt.A-III dated 26.10.2015 & 05.01.2016 and CBEC's F.No.C-50/120/2015-Ad.II(Pt) dated 09.02.2016, every Government servant belonging to any service or holding any post in Group 'A', Group 'B' and Group 'C' 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. Accordingly, Immovable Property Return (IPR) for the year 2020 (as on 01.01.2021) is required to be filed by all Group 'A', Group 'B', Group 'C' and erstwhile Group 'D' officers **on or before 31.01.2021.**

2. In respect of Group 'A' officers, IPR has to be filed online in SPARROW website.

3. The following suggestions/points may be noted while filing of returns in order to avoid discrepancies and queries :-

- i. All the columns of the statement should be filled in legible manner. Neatly typed statements would be appreciated.
- ii. Officers filing their IPR should ensure that the full address and location of the property viz, Plot/Survey/Door No., Street/Road name, Name of Municipality, Village, Taluk, District, etc, are mentioned clearly. Further, the extent of area of the property may be incorporated in the return.
- iii. In case of property having building, details indicating the area of land in which the building is situated, constructed area and number of floors, measurement of each floor, etc, has to be furnished.

- iv. In case of joint holding of property, relevant particulars in this regard may be specified.
- v. In respect of all the immovable property declared, the reference number and date of permission obtained / intimation filed should be noted against each property.
- vi. The annual income from each immovable property should be indicated in the relevant column of the format.
- vii. In all cases of property, the present market value or approximate value in relation to the present conditions may be indicated instead of furnishing the value that existed at the time of acquiring the property.
- viii. If there is any decrease in value of the property or income from the property, it may be properly explained in the remarks column.
- ix. Officers who are filing the IPR for the first time should enclose copies of permission / intimation letters for the property owned by them. In case the property has been acquired/inherited before joining the department a copy of the title deed may be enclosed.
- x. As per instructions of Department of Personnel & Training in their F. No. A-29012/1/2000 dated 04.02.2000, while filling up the IPR form, the word "No Change" or "No Addition" or "Same as in previous year" should be avoided and all the details of property along with copy of necessary intimation / permission under Conduct Rules shall be submitted. Incomplete forms will not be taken on record.
- xi. As per the instructions in DOPT's OM No. 11012/11/2007-Estt.A dated 27.09.2011, 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 Government of India decisions under Rule 18 of the Central Civil Services (Conduct) Rules, 1964.


(B. SENTHILVELAVAN) 22/12/20
ADDITIONAL COMMISSIONER

To
All Sections, PCCO & CCA.

Copy to:

- (1) All Directorates in Tamil Nadu & Puducherry GST & C.Ex Zone.
- (2) MEPZ, Chennai.
- (3) The Superintendent(Computers), Chennai North Commissionerate (for uploading on Zonal website)