



भारत सरकार / GOVERNMENT OF INDIA  
विकास आयुक्त का कार्यालय/ OFFICE OF THE DEVELOPMENT COMMISSIONER  
सीपज़ विशेष आर्थिक क्षेत्र/ SEEPZ SPECIAL ECONOMIC ZONE  
वाणिज्य एवं उद्योग मंत्रालय / MINISTRY OF COMMERCE & INDUSTRY  
अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096.  
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फा. सं. सीपज़-सेज़/प्रशासन/29/वॉल्यू. II/00519

दिनांक: 11.01.2023

### परिपत्र संख्या 01/2023

**विषय:** दिनांक 31.12.2022 के कार्यालय ज्ञापन के अनुसार केंद्रीय सिविल सेवा (आचरण) नियम, 1964 के तहत वर्ष 2022 के लिए 31 जनवरी 2023 को या उससे पहले वार्षिक अचल संपत्ति रिटर्न जमा करने के संबंध में।

सीसीएस (आचरण) नियम, 1964 के नियम 18(1) के अनुसार, सभी सरकारी कर्मचारियों को 31 जनवरी, 2023 को या उससे पहले अपनी वार्षिक अचल संपत्ति रिटर्न (आईपीआर) जमा करना आवश्यक है।

इसके अलावा, वाणिज्य विभाग के अधीन कार्यरत अनुभाग अधिकारियों और उससे ऊपर के स्तर के सभी सीएसएस अधिकारियों और निजी सचिव और उससे ऊपर के सीएसएसएस अधिकारियों से अनुरोध है कि वे अपने आईपीआर-2022 को [cscms.nic.in](http://cscms.nic.in) पर ऑनलाइन जमा करें। उनके द्वारा ऑनलाइन जमा किए गए आईपीआर-2022 के प्रिंट आउट/हार्ड कॉपी को विधिवत हस्ताक्षर करके सतर्कता प्रभाग, वाणिज्य विभाग को भेजें तथा उसकी प्रतिलिपि को कार्मिक और प्रशिक्षण विभाग (डीओपीटी) को और सतर्कता प्रभाग, वाणिज्य विभाग (डीओसी) में रिकॉर्ड के प्रयोजन के लिए अग्रेषित करें।

यह विकास आयुक्त, सीपज़-सेज़ के अनुमोदन से जारी किया जाता है।

(हृश के. दहिलकर)  
सहायक विकास आयुक्त  
सीपज़-सेज़, मुंबई

संलग्नक: कार्यालय ज्ञापन की प्रति

प्रति:-

1. सभी संबंधित अधिकारी/कर्मचारी
2. विकास आयुक्त कार्यालय/संयुक्त विकास आयुक्त कार्यालय/विनिर्दिष्ट अधिकारी
3. संयुक्त विकास आयुक्त, पुणे
4. कार्यालय आदेश फाइल/अधिकारी आदेश रजिस्टर
5. सीपज़-सेज़ वेबसाइट

 <p>सत्यमेव जयते</p>	<p>भारत सरकार / GOVERNMENT OF INDIA विकास आयुक्त का कार्यालय/ OFFICE OF THE DEVELOPMENT COMMISSIONER सीपज़ विशेष आर्थिक क्षेत्र/ SEEPZ SPECIAL ECONOMIC ZONE वाणिज्य एवं उद्योग मंत्रालय / MINISTRY OF COMMERCE &amp; INDUSTRY अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096. टेली / Tel : 022-28294757 ई-मेल / E-mail : dcseepz-mah@nic.in वेबसाइट / Web-site : www.seepz.gov.in</p>	 <p>75 आज़ादी का अमृत महोत्सव</p>
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F.No.:SEEPZ-SEZ/ADMN/29/Vol.II/00519

Date: 11.01.2023

**CIRCULAR No.01 /2023**

**Sub:** Central Civil Services (Conduct) Rules, 1964 Submission of Annual Immovable Property Returns for the year 2022, as on 31.12.2022, on or before 31 January 2023-reg.

In terms of Rule 18(1) of CCS (Conduct) Rules, 1964, all government servants are required to furnish their annual Immovable Property Return (IPR) on or before 31<sup>st</sup> January 2023.

Further, all CSS officers of the level of Section Officers and above and CSSS officers of Private Secretary and above working under the Department of Commerce are requested to file their IPR-2022 online on [cscms.nic.in](http://cscms.nic.in) and a print out/hard copy of the IPR-2022 submitted by them online may be duly signed and forwarded to Vigilance Division, Department of Commerce, in duplicate, for onward transmission to DoP&T and for the purpose of record in Vigilance Division, DoC.

This issues with the approval of Development Commissioner, SEEPZ-SEZ.

Signed by Haresh Kisan  
Dahilkar  
Date: 11-01-2023 14:27:34  
Reason: Approved

(Haresh K. Dahilkar)  
Asstt. Development Commissioner  
SEEPZ-SEZ, Mumbai

Encl: Copy of O.M

Copy to:-

1. All concerned Officials/Officers
2. DCO/JDCO/SO
3. JDC Pune
4. Office Order file/Officer order register
5. SEEPZ-SEZ Website.

**Most Immediate**

F.No. C-29011/2/2022-Vig  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
(Vigilance Section)  
<https://commerce.gov.in>

Room No. 425, Udyog Bhawan  
New Delhi, Dated: 04 .01.2023


**OFFICE MEMORANDUM**

**Sub:- Central Civil Services (Conduct) Rules, 1964 - Submission of Annual Immovable Property Returns for the year 2022, as on 31.12.2022, on or before 31<sup>st</sup> January 2023-reg.**

The undersigned is directed to inform that in terms of Rule 18(1) of CCS (Conduct) Rules, 1964, the Immovable Property Return is required to be furnished by the government servants for the year 2022, as on 31.12.2022, on or before 31<sup>st</sup> January, 2023.

2. Accordingly, all CSS officers of the level of Section Officers and above; and CSSS officers of Private Secretary and above working under the Department of Commerce are requested to file their IPR-2022 online on cscms.nic.in and a print out/hard copy of the IPR-2022 submitted by them online may be duly signed and forwarded to Vigilance Division, Department of Commerce, in duplicate, for onward transmission to DoP&T and for the purpose of record in Vigilance Division, DoC.
3. All officials of CSSS (upto PA), CSS (ASOs) and CSCS cadre are also requested to file IPR-2022 as per instruction given Establishment-II, DoC's OM No. A-42011/1/2022-E-2-DoC dated 2.1.2023 (copy enclosed).
4. All other officers of Central Civil Services working in/under the Department of Commerce may confirm from their respective Cadre Controlling Authorities whether their IPR-2022 are to be submitted online or in hard copy and follow the instruction issued by the respective CCA. However, they are requested to furnish a duly signed copy of IPR-2022 submitted by them online or physical mode, to Vigilance Division, DoC, for the purpose of record. In case, the IPR-2022 is to be submitted in hard copy, then the same may be furnished in duplicate to Vigilance Division, on or before 31<sup>st</sup> January 2023, for onward transmission to their respective Cadre Controlling Authority and record.
5. All Officials/Officers are hereby informed that non-submission of IPR-2022 within the stipulated date i.e. on or before 31<sup>st</sup> January, 2023, would invite denial of vigilance clearance for all purposes.

6. This issues with approval of JS&CVO.



(K.C. Raju) 4/1/23

Under Secretary to the government of India  
Tel. No.23063916

To

1. All Officers of Central Civil Services working under the Department of Commerce for strict compliance.
2. All CSS/CSSS officers working in Department of Commerce for strict compliance.
3. E-III Section, DoC for taking necessary action in respect of any other Group 'C' government servants working under the Department of Commerce.

Copy to Heads/CVOs/Part-time CVOs/Vigilance Officers / Administrative Officers of All Organisations in/ under the Department of Commerce for taking necessary action in their respective organisation.

No. A-42011/1/2022-E-2-DoC  
Government of India  
Ministry of Commerce and Industry  
Department of Commerce  
(Establishment-II)

Vanijya Bhawan, New Delhi  
Dated, the 2 January, 2023

**OFFICE MEMORANDUM**

**Subject: Timely submission of Immovable Property Return (IPR) under CCS(Conduct) Rules, 1964-reg.**

In terms of Rule 18 of CCS (Conduct) Rules, 1964, all government servants are required to furnish their annual Immovable Property Return (IPR) on or before 31st January every year.

2. Accordingly, all officials/officers of CSSS, CSS(ASOs) and CSCS cadre are requested to submit their IPR for the year 2022 (as on 31.12.2022) on or before 31.01.2023 through Web Based Cadre Management System hosted at cscms.nic.in. A copy of the print out of IPR submitted online should also be signed and submitted to E-II section for records (except gazetted Officers). Further, all officials belonging to ex-cadre posts (CSOLS, Staff Car Drivers etc.) are also requested to submit their duly signed IPR for the year 2022(as on 31.12.2022) on or before 31.01.2023 to E-II section.

3. All officials/officers are informed that non-submission of IPR within the stipulated date would invite denial of Vigilance Clearance by Vigilance Section in future for all purposes.

  
(Sumeet Sharma)  
Deputy Director

To,  
Officials/Officers of CSS(ASOs)/CSSS/CSCS/Ex-cadre in the Department of Commerce