

**URGENT**

P-1-F011/2/2023-PERS  
Government of Himachal Pradesh  
Department of Personnel (A-I)

From:

The Secretary (Personnel) to the  
Govt. of Himachal Pradesh

To

Sh./Ms./Dr.

*The All IAS officers  
H.P. cadre.*

Dated- Shimla-2, the

*25<sup>th</sup>* December, 2023.

**Subject:**

**Regarding "online" submission of Immovable Property Return (IPR) for the year 2023 (as on 01/01/2024) online.**

**Sir/Madam,**

I am directed to refer to the subject cited above and to say that Ms Deepti Umashankar, IAS, Establishment officer & Additional Secretary, Government of India, Department of Personnel & Training, Ministry of Personnel, PG and Pensions, New Delhi, vide her DO letter No.6(2)/2023-EO(PR) dated 18<sup>th</sup> December, 2023 (**copy enclosed**), has requested to issue suitable instructions to all the IAS officers to submit their IPRs for the year 2023 (as on 01/01/2024) online in the IPR Module within the prescribed timeline of 31<sup>st</sup> January, 2024. This module will close automatically after the prescribed timeline of 31<sup>st</sup> January, 2024. It is also informed that filing of IPR is mandatory for being considered for appointment to the next level of pay matrix.

You are, therefore, requested to ensure to submit your IPRs for the year 2023 (as on 01/01/2024) online in the IPR module available on the website of the DoP&T, Govt. of India within the prescribed timeline. It is also stated that there is no need to send hard copy of IPR either to this Department or to DoP&T, Govt. of India.

**Encl. As above.**

**Yours faithfully,**

Signed by

Amarjeet Singh

Date: 25-12-2023 12:49:00

(Amarjeet Singh)  
Special Secretary (Personnel) to the  
Government of Himachal Pradesh  
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Ph. No.0177-2621894

I/305295/2023

**Endst.No. As above, Dated Shimla-171002**

**December, 2023**

Copy to: Ms Deepti Umashankar, IAS, Establishment Officer & Additional Secretary, Government of India, Department of Personnel & Training, Ministry of Personnel, PG and Pensions, New Delhi, w.r.t her DO letter referred to as above.

**(Amarjeet Singh)**  
**Special Secretary (Personnel) to the**  
**Government of Himachal Pradesh**

दीप्ति उमाशंकर, भा.प्र.से.  
**DEEPTI UMASHANKAR, IAS**  
स्थापना अधिकारी एवं अपर सचिव  
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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(2)/2023-EO(PR)  
Dated, the 1<sup>st</sup> December, 2023

Dear Sir/Madam,

As you are aware, 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 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. Further, vide notification dated 30.12.2021, Rule 3(1) of IAS (Pay) Rules, 2016 has been amended to make filing of IPR mandatory for being considered for appointment to the next level of pay matrix.

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. 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, 2024 in respect of the calendar year 2023. The officers need not send a hard copy either to their Cadre or to DoPT.

I would, therefore, be grateful if you would issue necessary instructions to all IAS officers working in your Government and its various departments, to ensure that they submit their IPRs for the year 2023 (as on 01.01.2024) online in the IPR Module, as per the prescribed timeline.

With regards,

Yours Sincerely,

*Deepti*

(Deepti Umashankar)



Chief Secretaries of the States

सूचना (As per standard list)  
का अधिकार

<http://dopt.gov.in>