

No.: -11040/MYB/PERS: IPR Circular/2025-26/ 2563

Date: -03-01-2026

## Circular

In terms of Rule 18 of Central Civil Services (Conduct) Rule, 1964, Immovable Property Return for the calendar year 2025 is required to be furnished by all employees latest by **31<sup>st</sup> January, 2026**.

2. It may be noted that the last date for submission of IPR-2025 by each employee is **31.01.2026**. Therefore, all employees must ensure submission of their **original IPR-2025** to the **concerned State Director** before the due date, i.e. **31.01.2026**, with a scanned copy of the same forwarded through email to the concerned State Director and to Headquarters at **ddpersonnel@gmail.com** for information.

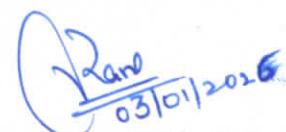
3. All State Directors are requested to collect IPRs (**In original**) for the calendar year 2025 (i.e. from 1st January, 2025 to 31st December, 2025) from the employees under their jurisdiction and forward all duly filled-in IPRs (**in Original**) to Headquarters in a single covering letter (along with list) for records on or before **15<sup>th</sup> February, 2026**.

4. All employees are hereby informed that **non-submission of IPR within the stipulated date (i.e. by 31<sup>st</sup> January 2026) would invite denial of Vigilance Clearance for all purposes and necessary action may be initiated against the defaulter as per extant rule**.

5. All State Directors are requested to circulate the same to all employees under their jurisdiction for necessary action.

The format for submission of annual Immovable Property Return-2025 is annexed herewith for reference.

This issue with the approval of the Competent authority.



03/01/2026

Varsha Rana  
Assistant Director (Personnel)

**To: All employees of MY Bharat (through website)**

**Copy to:**

- PS to CEO, MY Bharat, New Delhi.
- All Regional Directors, MY Bharat- *“for the information and necessary action”*
- All State Directors, MY Bharat- *“for the information and necessary action”*
- All Section Heads, MY Bharat, Headquarters, New Delhi.
- Assistant Director (EDP), MY Bharat, Headquarters- *“for uploading the Circular on website”*
- Concerned file.

Employee Code: \_\_\_\_\_

**STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2025 AS ON 31-12-2025**

Name of Employee (in full) \_\_\_\_\_

Designation and place of posting \_\_\_\_\_

Grade Pay: \_\_\_\_\_

Basic Pay: \_\_\_\_\_

Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	Name & Details of Property Housing, Lands and Other Buildings	Cost of construction /Acquirement (and year when purchased) including cost of land in case of house	Present Value*	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	How acquired? Whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from the property	Remarks
						(1)	(2)

Signature: .....

Date: .....

**Note:**

- 1) \* In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.  
\*\* Lease includes short term lease also.
- 2) The declaration form is required to be filled in and submitted by every employee under Rule 18(1) of the CCS (Conduct) Rules, 1964), on the first appointment to the service and thereafter at the interval of every year, giving particulars of all immovable property owned, acquired or inherited by him/her or held by him/her on lease or mortgage, either in his/her own name or any member of his/her family or in the name of any other person depending on Government servant.
- 3) The wording "No change or No addition or as in previous year" may be avoided and all details filled up.
- 4) AIS officers are requested to fill the form in duplicate.