

**URGENT**

GOVERNMENT OF PUDUCHERRY  
CONFIDENTIAL AND CABINET DEPARTMENT  
(CHIEF VIGILANCE OFFICE)

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No.C.29011/1/2009-CVO

Puducherry, dated 19.12.2020

**CIRCULAR/I.D.NOTE**

Sub: Introduction of Online Submission of Immovable property  
returns of Group 'A' & 'B' Officers – Reg.

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In accordance with the provision of Rule 18(1)(ii) of CCS (Conduct) Rules, 1964 and in terms of instructions issued by this office from time to time, all Government Officers holding Group "A" and "B" posts (Level 6 & above in 7<sup>th</sup> CPC), are mandated to furnish their Annual Immovable Property Returns on or before 31<sup>st</sup> January of the following year, to their respective Departments concerned and the Departments are required to forward the same to this office every year.

2. In order to facilitate timely filing of the returns and with a view to ensure compliance of the same along with an aim of enabling seamless storage/retrieval of IPRs, it has now been decided to migrate from the extant system of physical submission of returns to online submission. Accordingly, to enable online filing of IPRs, a separate IPR module has been made in the 'esalary' site which can be accessed at the address/URL <https://esalary.py.gov.in/ipr>. A user manual/instructions to facilitate filling up the forms has been provided on the home page which the users are requested to go through in detail and familiarize themselves before filing the returns. After uploading the scanned copy, the signed IPR shall be submitted to Head of Offices to be placed in the personal file of the officer concerned.

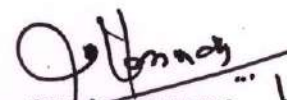
3. The portal has been designed in a simple, user-friendly and easy to use manner. However, since this is the first year of online submission, the departments concerned are requested to extend necessary hand-holding to the employees and facilitate online submission of returns. The Heads of Offices shall extend necessary assistance for scanning and uploading the IPRs. In case of any difficulty, the departments concerned can call at the help desk No.0413-2220225.

4. It is informed that the site shall be operational from **01.01.2021** and henceforth, annual immovable property returns shall invariably be submitted online every year by the officials concerned. The online module for submission of IPRs would close automatically after the prescribed **timeline of January 31<sup>st</sup>**. It may be noted that no exemptions shall be made with regard to online filing of IPRs. Since the extant system of physical filing of IPRs has been dispensed with and replaced with online system, **in no case shall hard copy of signed IPRs be sent to this office**. Any such submission shall be returned forthwith and in addition liable to be treated as deemed non-submission.

5. **It is pertinent to underscore that failure to submit the online returns within the stipulated time of 31<sup>st</sup> January would result in denial of vigilance clearance for promotion/MACP, in addition to contemplation of disciplinary proceedings.**

6. All Heads of Departments/Offices are therefore requested to circulate these instructions to all concerned.

//By order//

  
(M. KANNAN) 19/12/20

**UNDER SECRETARY TO GOVT.**

To  
All Heads of Departments/Offices.

Copy to:

1. All Secretaries/Special Secretaries to Govt., Puducherry.
2. All Additional Secretaries/Joint Secretaries/Under Secretaries to Govt., Puducherry.