



IS 15700:2005 CERTIFIED

सीमा ल्क प्रधान आयुक्त का कार्यालय  
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS

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फ.सं./F. No. S20/110/2016-CIU

दिनांक/ Date: 12/12/2018

**परिपत्र / CIRCULAR**

*Sub: Submission of Immovable Property Returns by Group 'A', 'B', 'C' & erstwhile Group 'D' Officers for the year 2018 (as on 01.01.2019)-Reg.*

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All the Group 'A', 'B', 'C' & erstwhile Group 'D' Officers of this Commissionerate are hereby directed to submit the Annual Immovable Property Returns under Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964 **for the year 2018 as on 01.01.2019 on or before 10.01.2019 positively.**

2. All Group-'A' officers shall file the IPR returns online in terms of DGHRD letter F.No. 8/B/328/HRD (HRM)/IPR/2016 dated 19.12.2016. The necessary IPR module for filing the IPR has been integrated in the "SPARROW" by NIC which can be accessed by logging into <https://sparrow-irs.eoffice.gov.in>. After filing the IPR returns online in the IPR module, all the Group-'A' officers shall submit a print out of their Annual IPR to CIU for forwarding the same to CCO, Visakhapatnam for review.

3. All Group 'B', 'C' and erstwhile Group 'D' officers are directed to submit the IPR returns in the prescribed pro-forma, in duplicate, to CIU for review on or before 10/01/2019 positively. The officers should give complete particulars of such immovable property owned/ inherited or acquired by the employee or held by him/her on lease or mortgage either in his/her name or in the name of any member of his/her family or in the name of any other person as mentioned below:

- i. Nature of the Asset held/acquired : Information to be furnished in the IPR
  - a. House/ flat : Complete postal address along with amount invested and source.
  - b. Vacant Site/ agricultural land : Complete address, Survey number along with amount invested and source.
- ii. If there is any change in the value of the property or income on property, it should be properly explained in the Remarks column.
- iii. In case of joint property, the exact share of the Govt. Servant (in property and income) should be specified.
- iv. In respect of all the acquisitions, the reference of the permission obtained/intimation filed should be noted against the relevant item or property in the Remarks column.
- v. In all cases of property, the present value should be furnished instead of furnishing purchase value or the approx. value in relation to the present condition may be indicated.
- vi. Any other relevant matter should be properly explained in the Remarks column to avoid further correspondence in the matter.
- vii. All columns of the statement should invariably be filled in legibly.
- viii. Phrases such as "SAME AS LAST YEAR" or "NO CHANGE" should not be used while filing the return.

4. Bilingual IPR Form is available at Visakhapatnam Custom House website <http://vizagcustoms.gov.in/> under Employee's Desk>>Administrative Forms>>Bi-Lingual IPR Return Form. All the officers are directed to follow the above instructions scrupulously and submit duly filed IPR in time, as a report is to be sent to the Board.

(सी दामोदरन/ C DAMODARAN)

सहायक आयुक्त/ Assistant Commissioner.

To:

1. All officers/ staff
2. Notice Board
3. Supdt. (EDI) -For uploading on the website