



कर्मचारी भविष्य निधि संगठन  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
**MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA**  
मुख्य कार्यालय/Head Office  
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली-110066  
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066  
Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)



No. AVS-18(1)2020-HRM-IX/215

Date: 02.01.2024

To,

All ACC(HQ) Zones/ Director (PDNASS)/All ACCs (Zones)/ACC (ASD)  
All RPFC/OIC in-charge of RO/ASD-HO/RPFC(ZTI)/SZTI.

**Sub: Submission of Annual Immovable Property Return (AIPR) by all officials holding Group 'A' & 'B' Posts-Regarding.**

- Ref: (i) Circular No. HR/AVS/10(3)/16/SPARROW/24818 dated 27.12.2016  
(ii) Letter No. HR/AVS/10(3)/16/SPARROW/21564 dated 14.12.2017  
(iii) Letter No. HR/AVS/10(3)/16/SPARROW/6236 dated 03.01.2019  
(iv) Letter No. HR/AVS/10(3)/16/SPARROW/10276 dated 03.01.2020  
(v) Letter No. HR/AVS/10(3)/16/SPARROW/105 dated 24.01.2020  
(vi) Letter No. HR/AVS/10(3)/16/SPARROW/482 dated 06.01.2021  
(vii) Letter No. HR/AVS/18/1/2020/HRM-IX/3487 dated 21.12.2021  
(viii) Letter No. HR/AVS/18/1/2020/HRM-IX/73 dated 13.01.2022  
(ix) Letter No. AVS-18(1)2020-HRM-IX/15111 dated 28.12.2022

Madam / Sir,

As Per the Rule 18(1) (ii) of CCS (Conduct) Rules, 1964, which are mutatis mutandis applicable to the employees of Central Board in terms of Regulations 18 and 22 of EPF (Officers and Employees' Conditions of Service) Regulations, 2008:

*"Every government servant belonging to any service or holding any post included in Group 'A' & Group 'B' 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".*

2. Further, DoPT OM dated 27.09.2011 has also conveyed the decision of the Government of India that the members of the Central Civil Services/Post who fail to submit the AIPR within the prescribed time limit which is the 31<sup>st</sup> January of the following year would be denied Vigilance Clearance and will not be considered for empanelment for senior posts. In addition, as per CVC Circular no. Circular/Con/Vig/2020-21 dated 17.12.2020, non-filing of property return constitutes good and sufficient reason for institution of disciplinary action against the delinquent officials.


3. In this regard, it is to inform that a facility has been developed in HR- Soft for filing of Annual Immovable Property Return (AIPR) whereby the Group 'A' and Group 'B' can login and submit their returns. The link will be operational from 3<sup>rd</sup> January, 2024 and open till 31<sup>st</sup> January 2024. The following features will be available:

- a) Name and designation will be automatically visible after login.
- b) Add button will be available for more than one property. You can add property description one by one with the help of add button.
- c) Letter no. and date of the Competent Authority for having taken note of the transaction of the property should be mentioned in remarks columns.
- d) After filling the details of property, one can complete filing the return by clicking submit button. Once return is submitted, one cannot edit or modify.

4. Therefore, all the officials holding Group 'A' or 'B' post are requested to submit AIPR for the year ending 31<sup>st</sup> December 2023 by due date viz 31<sup>st</sup> January, 2024 of subsequent year through HR-Soft application software.

(This issues with the approval of Competent Authority)

Yours faithfully,

 02/1/24

(Mohammad Shariq)

Regional P. F. Commissioner-I (HRM)

Copy to: (Through EPFO website)

- i. PPS to CPFC for information.
- ii. PPS to FA & CAO/CVO/All Additional CPFCs (Hqrs.)
- iii. RPFC-I (NDC) for uploading on the website.