

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel & Training

(CS.II Division)

3rd Floor, Lok Nayak Bhawan,

Khan Market, New Delhi-110003

Date: 09.12.2025

OFFICE MEMORANDUM

Subject: Submission of Immovable Property Return (IPR) for the year 2025 (as on 31.12.2025) by Central Secretariat Stenographers' Service (CSSS) officers - reg.

In accordance with Rule 18 of the CCS (Conduct) Rules, 1964, every Government servant is required to file the Immovable Property Return (IPR) for a particular year by 31st January of the following year. Accordingly, all CSSS Officers must submit their IPR for the year 2025 (as on 31.12.2025) through the e-HRMS 2.0 portal latest by **31.01.2026**.

2. All Ministries/Departments are requested to give wide publicity to the contents of this Office Memorandum and ensure that all officers of CSSS cadre under their administrative control submit their IPRs within the prescribed timeline. Officers may be clearly informed that non-submission of the IPR by the stipulated date will result in denial of vigilance clearance for purposes such as empanelment, deputation, applying for sensitive posts/assignments, and training programs (except mandatory training), as IPR status is an essential requirement for such clearances.

3. All the officers of CSSS cadre are therefore directed to submit their IPR for the year 2025 (as on 31.12.2025) only through the e-HRMS 2.0 portal, well before the due date. IPRs submitted after 31.01.2026 or through any mode other than the e-HRMS 2.0 portal shall not be treated as valid in terms of the extant guidelines.

4. In case of any technical issues or difficulties while using the portal, officers may first approach the Nodal Officer of their respective Ministry/Department. If the issue remains unresolved at the Ministry/Department level, the officer may contact Shri Pushkar Bisht, Section Officer, e-HRMS Section at Email: pushkar.bisht@gov.in or over phone No. 011-24010545 during office hours.

(Preeti Wadhwa)

Under Secretary to the Government of India

for circulation

Aditi
15/12/25

Shashank

Same

To (Through e-HRMS 2.0 Portal)

1. All the Cadre Units of CSSS
2. All the concerned officers of CSSS cadre

