

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
Andhra Pradesh, Vijayawada**

प्रधान महा लेखाकार का कार्यालय (लेखा व हकदारी) आंध्रप्रदेश, विजयवाड़ा

PAG (A&E)/Admn-II/Unit-I/IPR/2022-23/

28/12/2022

Office Order No. 29

Sub: Submission of IPRs for the year 2022 as on 31st December, 2022 - Reg.

Due attention is invited to the rule 18(1)(ii) of Central civil services (Conduct) rules 1964 which states that - Every Government servant 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/her or owned or acquired by him/her or held by him/her on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any other person.

2. Details of **all immovable property details** as on **31st December, 2022** (whether possessed before or after joining this office) should be submitted by **31st January, 2023** starting from 1st January, 2023 and no application shall be accepted after the due date i.e. 31st January, 2023.

3. Attention is also drawn towards the DoPT O.M. No. 11013/12/93-Estt.(A) dated the 24th January, 1994 which stipulates that the failure on the part of the government servant to comply with requirements of above mentioned provision constitutes good and sufficient reason for instituting disciplinary proceedings. Strict action may be taken against employees who fail to submit the returns in time or furnish wrong information.

4. As per DoPT O.M No. 11012/11/2007-Estt. (A) dated 27th September, 2011 on the subject matter, non-submission of IPR within the stipulated date shall also invite denial of vigilance clearance.

5. The mode of submission of IPR form is **online** which is elaborately detailed in an attachment to this office order and also be accessed from this link **<https://bit.ly/IPRagap>**

6. This may be treated as '**URGENT**'.

Approved on 28/12/2022 by

Sathya Lr

SENIOR ACCOUNTS OFFICER (Admn.)

To

All B.Os

Secretary to PAG

Sr.DAG (A/cs, VLC & CEDP) Peshi

Notice Boards/Admn-I/Confidential Cell

RBA/Welfare Section

Step wise guide

1. Download “**Blank IPR word document**“, sent to your official mail id. This is also available in IntraWeb under downloads and in this link <https://bit.ly/IPRagap>
2. Rename this word document with **new personal number** (eg: 2300160, 2011XXX etc, as the case may be, as available in **new gradation list as on 01-03-2022**).
3. Duly fill all relevant fields. (A Duly filled IPR for reference is available in this link <https://bit.ly/IPRagap>)
4. Once all relevant details are filled, convert the word document into PDF.
5. This may be done in 2 ways – after opening word give print command and select “Microsoft print to PDF“ option under printer name and save. Alternatively this can also be done using any freely available web tool (search word to pdf).
6. Now, the PDF is due to be signed electronically using Aadhar (a process similar to filing of ITR) on Digi-locker portal.
7. Kindly verify correctness of all details in PDF before it is uploaded for eSign on Digi locker portal.

Procedure to eSign using DigiLocker:

1. Open digi locker website <https://www.digilocker.gov.in/>
2. Sign-in using Aadhar or mobile number, security PIN and OTP. (Note: one should be registered to login and Aadhar & mobile link is a prerequisite to eSign)
3. In case of any difficulty in using web portal, usage of digi locker app is recommended.
4. Click on “**DRIVE**”, and then click on “**UPLOAD FILE**” to upload PDF. The uploaded file will be available under files or Documents Folder.
5. Now click on **eSign**, then it will redirect to esignservice portal of C-DAC.
6. Select Aadhaar Number and Aadhaar OTP (both are recommended).
7. Submit to receive OTP.
8. Enter OTP and click on check box to submit.
9. After successful submission, eSigned Document shall be available in eSigned documents folder of Digi locker.
10. Download this eSigned PDF
11. kindly make sure the eSigned PDF is **renamed with new personal number** * (ref point 2 under step-wise guide)
12. Upload eSigned PDF through Google forms by using the link <https://bit.ly/IPRgForm> to Admn-II section.

(A Video tutorial of 85 seconds is also available here <https://bit.ly/IPReSignV>)

Note: In case of any difficulty, one can consult Admn-II Sn.