



कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation

श्रम एवं रोज़गार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्यकार्यालय/ HEAD OFFICE



एन.बी.सी.सी. सेंटर, ब्लॉक-2, ग्राउंड फ्लोर- 4th फ्लोर, ईस्ट किडवई नगर, नई दिल्ली -110023
NBCC Centre, Block-2, Ground Floor- 4th Floor, East Kidwal Nagar, New Delhi-110023
Website: www.epfindia.gov.in, www.epfindia.nic.in

No. AVS-18(1)2020-HRM-IX/30917 / 1163

Date: 23.12.2024

23 DEC 2024

To,

All ACC(HQ) Zones/ Director (PDNASS)/All ACCs (Zones)/ACC (ASD)
All RPFs/OICs 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
(x) Letter No. AVS-18(1)2020-HRM-IX/215 dated 02.01.2024

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 31st 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 Office Order no. 17/11/2020 dated 23.11.2020, 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 facility exists in HR- Soft for filing of Annual Immovable Property Return (AIPR) whereby the officer's equivalent to Group 'A' and Group 'B' can login and submit their returns. The link will be operational from 1st January, 2025 and open till 31st January 2025. 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 advised to submit AIPR for the year ending 31st December 2024 by due date i.e. 31st January, 2025 through HR-Soft application software.

(This has the approval of Competent Authority)

Yours faithfully,



(Sunil Kumar Suman)
Addl. Central PF Commissioner (HR)

Copy to: (Through EPFO website)

- i. PPS to CPFC for information.
- ii. PPS to FA & CAO/CVO/All Additional CPFCs (Hqrs.)
- iii. RPFC I (IS) for necessary action to make the link operational on HR Soft between 01/01/2025 and 31/01/2025
- iv. RPFC-I (NDC) for necessary action and uploading on the website.