



दिल्ली विकास प्राधिकरण
Delhi Development Authority
गोपनीय शाखा

Confidential Branch

कमरा न०. 710, बी-ब्लॉक, सप्तम तल, विकास सदन, आई. एन. ए.

Room No. 710, B-Block, 7thFloor, Vikas Sadan, INA,

Telephone: 0112466-1345/ Email Id: ddcrc@dda.org.in

PERS/CR/0024/2023/F1/-CR/Pt.I/1904

Dated:- 24/12/2024

CIRCULAR

Sub: Submission of Immovable Property Return (IPR) for the year 2024 (as on 31.12.2024) by all officers/officials working in DDA.

In accordance with the provision of **Rule 18(1) of the CCS (Conduct) Rule 1964** read with **Regulation 16(2)(e) of DDA Conduct, Disciplinary and Appeal Regulations 1999**, all officers/officials of DDA are required to submit their Immovable Property Return declaration giving full particulars regarding the immovable property inherited or owned or acquired 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 as **on 31.12.2024 latest by 31.01.2025**.

2. All **Group A, B & C** employees of DDA shall submit their IPR in **Online mode** through **APAR & PRISM Portal** by accessing the link <https://apar.dda.org.in/>. IPR filled in Offline mode or on any other portal will not be acknowledged/accepted. The IPRs of all **Group A employees of DDA** will also be placed in the **public domain**.

3. All **Work Charge Officials** and **Erstwhile Group 'D' employees** shall continue to submit their IPRs in offline mode to **the Director (W/C)** and their **concerned Personnel Branch** respectively in the attached format.

4. All the **officers/officials** who are on **deputation in DDA from other departments** are required to fill their IPR directly to their respective Parent department in the format & Mode (offline or online) as prescribed by their department. However, they are also required to submit a copy of their IPR (filled in the format of their Parent Department) to the O/o Dy. Director (CR) for record purposes.

5. **Non filing or delay in filing of IPR shall attract denial of Vigilance clearance and Disciplinary action under Regulation 16 of DDA Conduct Disciplinary & Appeal Regulations, 1999.**

6. While filing the IPR, if it is not possible to assess the value of the property accurately, the approximate value in relation to present condition may be indicated. In case of no Immovable Property held, the following should be mentioned, **"I have no immovable property either by acquisition/inherited/purchased in the name of myself/my spouse/my dependent children or any other person."** IPRs filled with the expressions like 'No Change', 'Nil acquired/changed during the year' or 'same as previous year', or 'No addition' will not be accepted/acknowledged.

7. It is therefore, reiterated that the Annual Immovable Property Return of all the officers/officials must be submitted by **31.01.2025** failing which Vigilance Clearance will be denied & disciplinary action will be initiated under DDA Conduct, Disciplinary & Appeal Regulations, 1999.

Encl:-

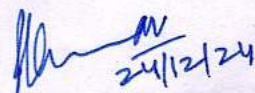
- Proforma for filing of IPR in r/o Erstwhile Group 'D' & Work Charge Employees of DDA (Uploaded on DDA website & APAR Portal).
- Flow for filing of IPR on the DDA APAR Portal (Uploaded on DDA website & APAR Portal).


(Vineet Jain) 24/12/24

Commissioner (Personnel)

Copy to:-

- Aii Heads of Department of DDA.
- OSD to Vice Chairman, DDA.
- PS to F.M./E.M. DDA.
- PS to CVO, DDA.
- PS to Pr. Commissioner (LD)/(LM)/(Housing)/(Pers.)/(Hort.)/(Sports)/(System)DDA.
- DD (PMIS) for uploading the circular on DDA's website under the circular tab and the APAR tab for information please.
- DD (Systems) for uploading the circular on DDA's website under the Employee Corner Section for information please.
- Notice Board


24/12/24

Deputy Director (CR)

ANNUAL IMMOVABLE PROPERTY RETURN

Statement of immovable property as on 31.12.2024

1-Name of officer (In Full) :-

3-Present Post Held :-

5-Date Of Birth :-

7-Name of Father/Husband Name :-

2-Present Pay :-

4-Mobile No :-

6-UID No :-

8-Aadhar No :-

Name of District, Sub Division, Taluka and Village In which the property is situated	Name and details of property, Housing lands & others, buildings	Present Value	If not in own name, state in whose name held and his/her relationship to the Govt Servant	How acquired? Whether by purchase, Lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired.	Annual Income from the Property	Intimated to personnel Branch vide letter dated

Inapplicable clause to be struck out.

- In Case where it is not possible to access the value accurately the approximately value in relation to present condition
- Includes short terms lease also
- The wording 'No change, Nil or Same as in previous year or no addition may be avoided and all the details be filled up.

Signature _____

Date :- _____

Name of Section/Branch _____

Note : The declaration form is required to be filled in and submitted by every member of Class I, II, III, erstwhile Group D officials (Group 'A' and Group 'B' & 'C') services under Rule 16(3) of the central Civil Services (Conduct) Rule 1955 (now rule 18(1) of the CCS (Conduct) Rule, 1964), read with Regulation 16(2) (e) of DDA (Conduct, Disciplinary and Appeal) Regulations 1999, on the first appointment of the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him on lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person.

Steps to file *IPR* for the
year 2024 on DDA
APAR & PRISM Portal.

Officer/Official needs to login on the *DDA APAR & PRISM PORTAL.*



Delhi Development Authority

Annual Performance Assessment Report (APAR) & Property Return Information System Management (PRISM)



Already a Member?

Sign in to your account

[Circular for Filing of IPR for the year 2023](#) **NEW**

[Circular for Filing of Representation](#) **NEW**

[Circular for Filing of APAR for the year 2023-24](#) **NEW**

User ID

Password

Sign In

[New / Forgot password](#)

Instructions for Employees

- To access, Use Unique Id as printed in Salary Slip.
- Follow the process to get password :
 - Click on the New/Forgot Password link
 - Enter the Unique Id as printed in Salary Slip.
 - Enter the Email Id or Mobile Number or both registered in PIMS
 - Click on Reset Button.
 - Password will be sent to your Email Id.
 - Before Any Data Updation in Your Apar Portal, You Are Requested To Update The Same Data in PMIS-Cell First
- For any other assistance, Please get in touch with the APAR Helpdesk:
 - Contact us - +011-24661335
 - Check! are you registered with APAR or Not ?
 - Search IPR status
 - All Circulars

Click on the “*Property Statement*” button.

The screenshot displays a web dashboard for the Delhi Development Authority. The top navigation bar includes the user's name, "Demo Officer APAR", and their role, "Assistant Director (Ministerial)". The dashboard features a navigation menu on the left and several data cards in the main area. The navigation menu items are: Dashboard, Self Appraisal, Tracking, Status of Finalized APAR, Review Record, **Property Statement** (highlighted with a red box and a red arrow), and Generate APAR. The main area contains six data cards:

- APAR TO BE REPORTED**: 1 (YESTERDAY: 0, THIS WEEK: 0)
- APAR TO BE REVIEWED**: 0 (YESTERDAY: 0, THIS WEEK: 0)
- APAR TO BE ACCEPTED / COUNTER SIGNED**: 0 (YESTERDAY: 0, THIS WEEK: 0)
- FINALIZED APAR**: 0 (YESTERDAY: 0, THIS WEEK: 0)
- FORWARDED APAR DATA FOR CR CELL**: 0
- REVERTED APAR DATA BY CR CELL**: 0

Click on the “File new property return” button.

Delhi Development Authority

e-FILE ANNUAL RETURN OF IMMOVABLE PROPERTY

Rule 18 of the Central Civil Services (Conduct) Rules, 1964 requires all Group A and Group B government servants to submit annual return of immovable property by 31st January of the next year. This return can be e-filed here.

NAVIGATION

- Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Review Record
- Property Statement
- Generate APAR

File new property return

View Property Statement

Show File

Enter Basic Pay & Select Year of Property Statement. Make sure that the Present post held is updated.

NAVIGATION

- Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Review Record
- Property Statement
- Generate APAR

Statement of the Immovable property

1. Officer ID *****

2. Name of officer Demo

3. Present Post held Demo

4. Date of Appointment Demo

5. Basic Pay

6. Select Year of Property Statement

S.No.	Name of the District, Sub-division, Taluka and village in which property is situated	Name and details of Property, Housing lands & other buildings	Present Value	If not in own name, state in whose name held & his/her relationship to Govt. Servant	How acquired? Whether by purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired.	Annual income from the property	Intimated to the Personnel Branch vide letter dated
1							

[Add more rows, if necessary](#)

****If there is more than one property, Please click 'add more rows' fill in and submit details of each property separately.**


1. In Case where is not possible to access the value accurately, the approximately value in relation to present condition may be indicated.
2. Include short term lease also

Note : The declaration form is required to be filled in and submitted by every member of class I,II,III, erstwhile Group D officials (Group 'A' and Group 'B' & 'C') services under Rule 16(3) of the central Civil Services (Conduct) Rule 1955 (now rule 16(1) of the CCS (Conduct) Rule, 1964), read with Regulation 16(2) (e) of DDA (Conduct, Disciplinary and Appeal) Regulation 1999, on the first appointment of the services and thereafter at the interval of every year, giving particulars all immovable property owned, acquired or inherited by him on lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person.

[Save as Draft](#)

[Get OTP To Proceed](#)

Enter the details of your property owned/purchased as on 31.12.2024. You can add more rows, if needed.



Delhi Development Authority

NAVIGATION

- Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Review Record
- Property Statement
- Generate APAR

Statement of the Immovable property

1. Officer ID: *****

2. Name of officer: Demo

3. Present Post held: Demo

4. Date of Appointment: Demo

5. Basic Pay: *****

6. Selected Year of Property Statement: 2024

S.No.	Name of the District, Sub-division, Taluka and village in which property is situated	Name and details of Property, Housing lands & other buildings	Present Value	If not in own name, state in whose name held & his/her relationship to Govt. Servant	How acquired? Whether by purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired.	Annual income from the property	Intimated to the Personnel Branch vide letter dated
1							

Add more rows, if necessary

**If there is more than one property, Please click 'add more rows' fill in and submit details of each property separately.


1. In Case where is not possible to access the value accurately, the approximately value in relation to present condition may be indicated.
2. Include short terms lease also

Note : The declaration form is required to be filled in and submitted by every member of class (I,II,III, erstwhile Group D officials (Group 'A' and Group 'B' & 'C') services under Rule 16(3) of the central Civil Services (Conduct) Rule 1955 (now rule 18(1) of the CCS (Conduct) Rule, 1964), read with Regulation 16(2) (e) of DDA (Conduct, Disciplinary and Appeal) Regulation 1999, on the first appointment of the services and thereafter at the interval of every year, giving particulars all immovable property owned, acquired or inherited by him on lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person.

Save as Draft

Get OTP To Proceed

Click on "Save as Draft" for filing IPR later or "Get OTP to Proceed" to continue

 Delhi Development Authority

NAVIGATION

- Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Review Record
- Property Statement
- Generate APAR

Statement of the Immovable property

1. Officer ID *****

2. Name of officer Demo

3. Present Post held Demo

4. Date of Appointment Demo

5. Basic Pay *****

6. Selected Year of Property Statement 2024

S.No.	Name of the District, Sub-division, Taluka and village in which property is situated	Name and details of Property,Housing lands & other,buildings	Present Value	If not in own name, state in whose name held & his/her relationship to Govt. Servant	How acquired? Whether by purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired.	Annual income from the property	Intimated to the Personnel Branch vide letter dated
1	Demo	Demo	Demo	Demo	Demo	Demo	Demo

[Add more rows, if necessary](#)

****If there is more than one property, Please click 'add more rows' fill in and submit details of each property separately.**

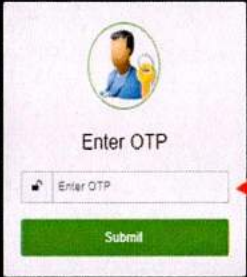
- In Case where is not possible to access the value accurately, the approximately value in relation to present condition may be indicated.
- Include short term lease also

Note : The declaration form is required to be filled in and submitted by every member of class (J,I,II, erstwhile Group D officials (Group 'A' and Group 'B' & 'C') services under Rule 16(3) of the central Civil Services (Conduct) Rule 1955 (now rule 18(1) of the CCS (Conduct) Rule, 1964), read with Regulation 16(2) (e) of DDA (Conduct, Disciplinary and Appeal) Regulation 1999, on the first appointment of the services and thereafter at the interval of every year, giving particulars all immovable property owned, acquired or inherited by him on lease or mortgage, either in his own name or in the name of any members of his family or in the name of any other person.

[Save as Draft](#)

[Get OTP To Proceed](#)

Enter the OTP received on your registered
E-Mail ID/Phone No. and click on Submit



The screenshot shows a white modal window centered on a black background. At the top of the modal is a circular profile picture of a man. Below the picture, the text "Enter OTP" is displayed. Underneath is a text input field with a small lock icon on the left and the placeholder text "Enter OTP". A red arrow points to the right side of this input field. At the bottom of the modal is a green button with the text "Submit" in white.

Click on the *Checkbox/Dailoguebox*.



Delhi Development Authority

e-FILE ANNUAL RETURN OF IMMOVABLE PROPERTY

Rule 18 of the Central Civil Services (Conduct) Rules, 1964 requires all Group A and Group B government servants to submit annual return of immovable property by 31st January of the next year. This return can be e-filed here.

NAVIGATION

Dashboard

Admin Dashboard

Self Appraisal

Tracking

Status of Finalized APAR

Review Record

Property Statement

Apar Registration

View, Print Statement of Immovable Property

1. Officer ID :	*****
2. Name of officer :	Demo
3. Present Post held :	Demo
4. Date of Appointment :	Demo
5. Basic Pay :	*****
6. Selected Year of Property Statement :	2024

S.No.	Name of the District, Sub-division, Taluka and village in which property is situated	Name and details of Property, Housing lands & other, buildings	Present Value	If not in own name, state in whose name held & his/her relationship to Govt. Servant	How acquired? Whether by purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired.	Annual income from the property	Intimated to the Personnel Branch vide letter dated
1	Demo	Demo	Demo	Demo	Demo	Demo	Demo

I certify that the Entries filled in the IPR are true and correct and this IPR is **VERIFIED** by me and also through OTP received on my registered Mobile No./Email ID.

Back

Final Submit

Click on the button "Final Submit" than click on "OK" to submit your IPR.

Are you sure you want to Final Submit this IPR?

PROPERTY

Rule 18 of the Central Civil Services (Conduct) Rules, 1964 requires all Group A and Group B government servants to submit annual return of immovable property by 31st January of the next year. This return can be e-filed here.

[View, Print Statement of Immovable Property](#)

1. Officer ID : *****

2. Name of officer : Demo

3. Present Post held : Demo

4. Date of Appointment : *****

5. Basic Pay : *****

6. Selected Year of Property Statement : 2024

S.No.	Name of the District, Sub-division, Taluka and village in which property is situated	Name and details of Property, Housing lands & other, buildings	Present Value	If not in own name, state in whose name held & his/her relationship to Govt. Servant	How acquired? Whether by purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired.	Annual income from the property	Intimated to the Personnel Branch vide letter dated
1	Demo	Demo	Demo	Demo	Demo	Demo	Demo

I certify that the Entries filled in the IPR are true and correct and this IPR is **VERIFIED** by me and also through OTP received on my registered Mobile No./Email ID.

Click "OK" to continue.

Property Statement Saved Successfully

OK

PROPERTY

Rule 18 of the Central Civil Services (Conduct) Rules, 1964 requires all Group A and Group B government servants to submit annual return of immovable property by 31st January of the next year. This return can be e-filed here.

View, Print Statement of Immovable Property

1. Officer ID : *****

2. Name of officer : Demo

3. Present Post held : Demo

4. Date of Appointment : *****

5. Basic Pay : *****

6. Selected Year of Property Statement : 2024

S.No.	Name of the District, Sub-division, Taluka and village in which property is situated	Name and details of Property, Housing lands & other, buildings	Present Value	If not in own name, state in whose name held & his/her relationship to Govt. Servant	How acquired? Whether by purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired.	Annual income from the property	Intimated to the Personnel Branch vide letter dated
1	Demo	Demo	Demo	Demo	Demo	Demo	Demo

I certify that the Entries filled in the IPR are true and correct and this IPR is **VERIFIED** by me and also through OTP received on my registered Mobile No./Email ID.

Click on the button "Print Form" to print/save your IPR for future reference.



e-FILE ANNUAL RETURN OF IMMOVABLE PROPERTY

Rule 18 of the Central Civil Services (Conduct) Rules, 1964 requires all Group A and Group B government servants to submit annual return of immovable property by 31st January of the next year. This return can be e-filed here.

NAVIGATION

- Dashboard
- Admin Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Review Record

View, Print Statement of Immovable Property

1. Officer ID :	*****
2. Name of officer :	Demo
3. Present Post held :	Demo
4. Date of Appointment :	Demo
5. Basic Pay :	*****
6. Selected Year of Property Statement :	2024
7. IPR Filed On :	*****

- Property Statement
- Apar Registration

S.No.	Name of the District, Sub-division, Taluka and village in which property is situated	Name and details of Property,Housing lands & other,buildings	Present Value	If not in own name, state in whose name held & his/her relationship to Govt. Servant	How acquired? Whether by purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of persons from whom acquired.	Annual income from the property	Intimated to the Personnel Branch vide letter dated
1	Demo	Demo	Demo	Demo	Demo	Demo	Demo

I certify that the Entries filled in the IPR are true and correct and this IPR is **VERIFIED** by me and also through OTP received on my registered Mobile No./Email ID.

[Print Form](#)