



PERS/CR/0024/2023/F1/-CR/Pt.I/ 1633

Date : 30/12/25

CIRCULAR

Subject: Submission of Immovable Property Return (IPR) for the year 2025 (as on 31.12.2025) by all groups of employees of DDA.

In accordance with the provisions of Rule 18(1) of the CCS (Conduct) Rules, 1964, read with Regulation 16(2)(e) of the DDA Conduct, Disciplinary and Appeal Regulations, 1999, all officers/officials of the Delhi Development Authority (DDA) are required to submit their **Immovable Property Return (IPR)** furnishing complete particulars of immovable property inherited, owned, or acquired by them on lease, mortgage, purchase, or otherwise, either in their own name or in the name of any member of their family or any other person, **as on 31.12.2025, latest by 31.01.2026.**

2. All Group 'A', 'B' and 'C' employees of DDA shall submit their IPR in online mode only through the APAR & PRISM Portal by accessing the link <https://apar.dda.org.in/>. IPRs filed/submitted in offline mode or through any other portal shall not be acknowledged or accepted. The IPRs of Group 'A' officers will be placed in the public domain, as per extant instructions.
3. All W/C officials and Erstwhile Group 'D' employees shall continue to submit their IPRs in offline mode in the prescribed format to the Director (W/C) and their concerned Personnel Branch, respectively.
4. Officers/officials on deputation in DDA from other departments shall submit their IPRs directly to their parent department in the format and mode (online/offline) prescribed by the respective department. However, a copy of the IPR (in the format of the parent department) shall also be submitted to the Office of the Dy. Director (CR) for record purposes.
5. Non-submission or delay in submission of IPR shall attract denial of Vigilance Clearance and may lead to disciplinary action under the provisions of the DDA Conduct, Disciplinary and Appeal Regulations, 1999.
6. While filing the IPR, if it is not possible to assess the exact value of the property, the approximate present value may be indicated. In case no immovable property is held, the following declaration shall be recorded:
"I have no immovable property either acquired, inherited, or purchased in the name of myself / my spouse / my dependent children or in the name of any other person."
IPRs containing expressions such as "No change", "Nil acquired/changed during the year", "Same as previous year", or "No addition" shall not be accepted or acknowledged.
7. It is reiterated that all officers/officials must submit their Annual Immovable Property Return by 31.01.2026, failing which Vigilance Clearance shall be denied and disciplinary action shall be initiated under the DDA Conduct, Disciplinary and Appeal Regulations, 1999.

Encl:

- i) Proforma for filing of IPR in respect of erstwhile Group 'D' and W/C employees of DDA (uploaded on DDA website and APAR Portal).
- ii) Flowchart for filing of IPR on the DDA APAR Portal (uploaded on DDA website and APAR Portal).

(Vineet Jain) 30/12/25

Commissioner (Personnel)

Copy to :-

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

(Nidhi Kanojia)

ANNUAL IMMOVABLE PROPERTY RETURN

Statement of immovable property as on **31.12.2025**

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 2025 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 - +011-24681335
 - Check! are you registered with APAR or Not ?
 - Search IPR status
 - All Circulars

Click on the “*Property Statement*” button.

The screenshot displays the DDA dashboard for a Demo Officer APAR. The top header shows the user's name and role. The left navigation menu includes options like Dashboard, Self Appraisal, Tracking, Status of Finalized APAR, Review Record, **Property Statement** (highlighted), and Generate APAR. The main content area features several cards showing APAR statistics for different stages: APAR TO BE REPORTED (1), APAR TO BE REVIEWED (0), APAR TO BE ACCEPTED / COUNTER SIGNED (0), FINALIZED APAR (0), FORWARDED APAR DATA FOR CR CELL (0), and REVERTED APAR DATA BY CR CELL (0). Each card also shows counts for 'YESTERDAY' and 'THIS WEEK'.

Category	Count	Yesterday	This Week
APAR TO BE REPORTED	1	0	0
APAR TO BE REVIEWED	0	0	0
APAR TO BE ACCEPTED / COUNTER SIGNED	0	0	0
FINALIZED APAR	0	0	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

NAVIGATION

Dashboard

Self Appraisal

Tracking

Status of Finalized APAR

Review Record

Property Statement

Generate APAR

Demo Officer APAR
Assistant Director (Ministerial)

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.

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.

 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. 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 it 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 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 details of your property owned/purchased as on 31.12.2025. 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 officerDemo

3. Present Post heldDemo

4. Date of AppointmentDemo

5. Basic Pay*****

6. Selected Year of Property Statement2025

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
2025

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.**

1. In Case where is not possible to access the value accurately, the approximately value in relation to present condition may be indicated.

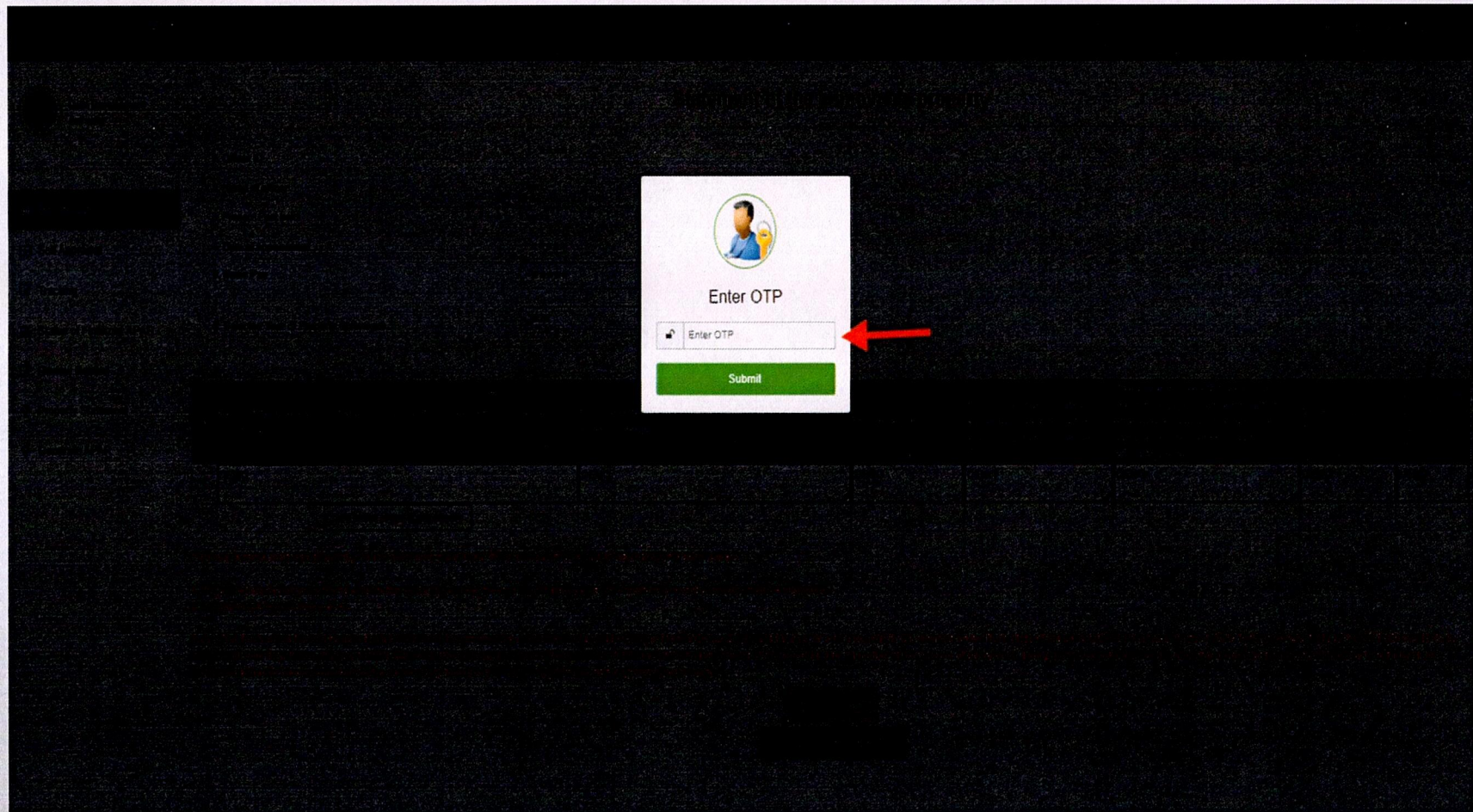
2. Include short terms lease also

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 19(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

A screenshot of a mobile application interface for OTP verification. The background is black. In the center, there is a white rectangular box. At the top of this box is a circular profile picture of a man with a yellow smiley face. Below the picture, the text "Enter OTP" is displayed. Underneath the text is a white 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 white box is a green rectangular button with the word "Submit" in white text.

Enter OTP

Enter OTP

Submit

Click on the Checkbox/Dialoguebox.



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 :	2025


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.

Delhi Development Authority

NAVIGATION

- Dashboard
- Admin Dashboard
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Review Record
- Property Statement
- Apar Registration

Are you sure you want to Final Submit this IPR?

OK

Cancel

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 :

2025

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 "OK" to continue.



Delhi Development Authority

NAVIGATION

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

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 :
3. Present Post held :
4. Date of Appointment :
5. Basic Pay :
6. Selected Year of Property Statement :

Demo
Demo

2025

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.



NAVIGATION

Dashboard

Admin Dashboard

Self Appraisal

Tracking

Status of Finalized APAR

Review Record

Property Statement

Apar Registration

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.

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 :	2025
7. IPR Filed On :	*****

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