



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

Date : 30/12/25

CIRCULAR

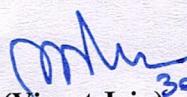
Subject: Submission of Immovable Property Return (IPR) for the year 2025 (as on 31.12.2025) by all groups of employees of DDA.

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)

:-

2-Present Pay

:-

3-Present Post Held

:-

4-Mobile No

:-

5-Date Of Birth

:-

5-UID No

:-

7-Name of Father/Husband Name

:-

6-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

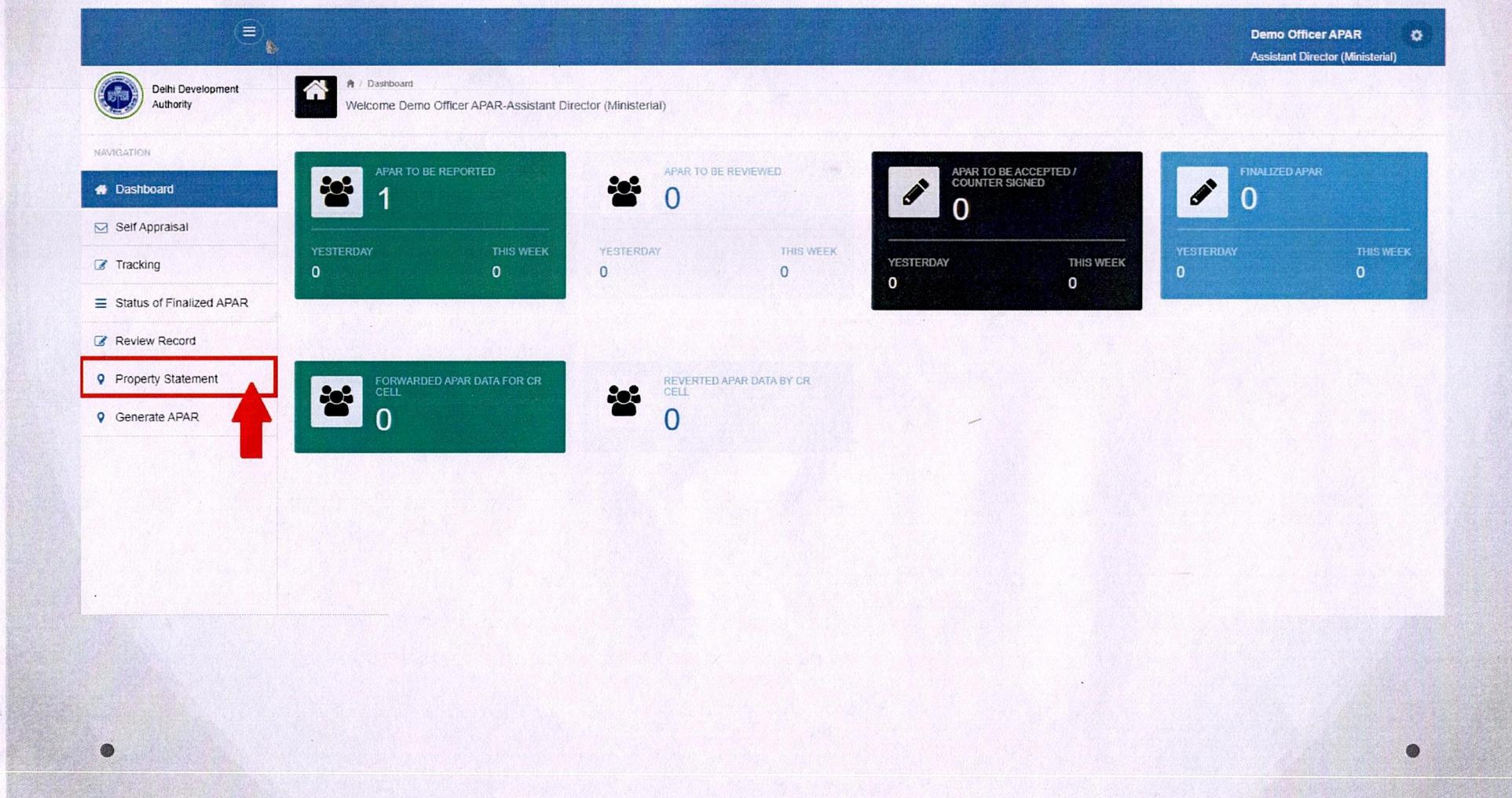
Sign In

[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 - +011-24661335
 - Check! are you registered with APAR or Not ?
 - Search IPR status
 - All Circulars

Click on the “Property Statement” button.



The screenshot shows the Delhi Development Authority (DDA) APAR dashboard. The top navigation bar displays the user's name, "Demo Officer APAR Assistant Director (Ministerial)", and a gear icon for settings. The main content area features several cards with APAR statistics:

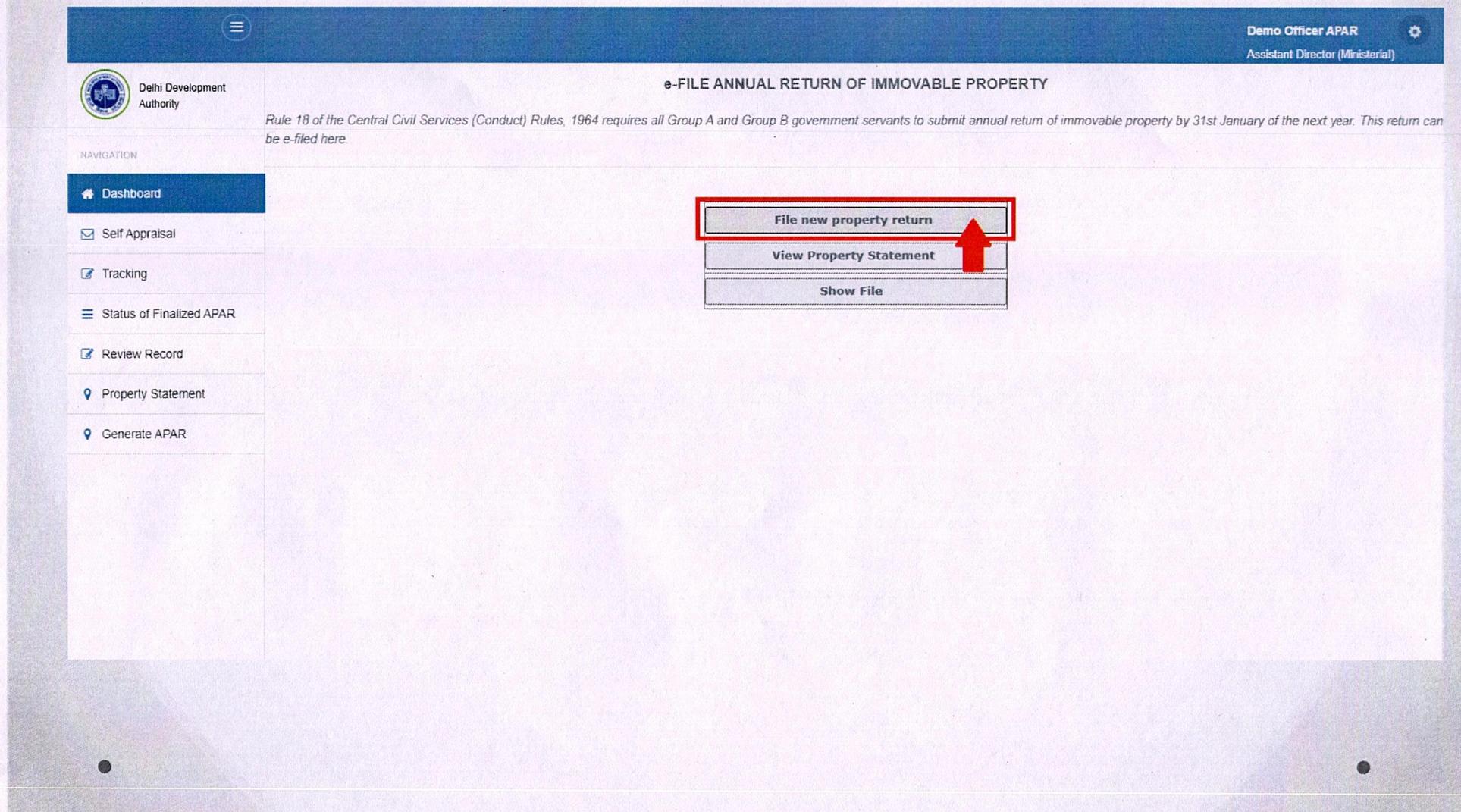
- APAR TO BE REPORTED:** 1 (Yesterday: 0, This Week: 0)
- APAR TO BE REVIEWED:** 0 (Yesterday: 0, This Week: 0)
- APAR TO BE ACCEPTED / COUNTER SIGNED:** 0 (Yesterday: 0, This Week: 0)
- FINALIZED APAR:** 0 (Yesterday: 0, This Week: 0)
- FORWARDED APAR DATA FOR CR CELL:** 0
- REVERTED APAR DATA BY CR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

The left sidebar contains a navigation menu with the following items:

- Dashboard (selected)
- Self Appraisal
- Tracking
- Status of Finalized APAR
- Review Record
- Property Statement** (highlighted with a red box and a red arrow pointing to it)
- Generate APAR

6

Click on the “File new property return” button.



The screenshot shows a web-based application for filing annual property returns. The top navigation bar includes the Delhi Development Authority logo, the title 'e-FILE ANNUAL RETURN OF IMMOVABLE PROPERTY', and user information for 'Demo Officer APAR' and 'Assistant Director (Ministerial)'. A sidebar on the left, titled 'NAVIGATION', lists several options: Dashboard (which is selected and highlighted in blue), Self Appraisal, Tracking, Status of Finalized APAR, Review Record, Property Statement, and Generate APAR. The main content area displays a message about Rule 18 of the Central Civil Services (Conduct) Rules, 1964, requiring government servants to submit annual returns of immovable property by 31st January of the next year. Below this message is a button panel containing three buttons: 'File new property return' (highlighted with a red box and a red arrow pointing to it), 'View Property Statement', and 'Show File'.

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



Delhi Development Authority

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 Personnel Branch vide letter dated
1						
<input type="button" value="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.

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 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 Personnel the property	Intimated to the Branch vide letter dated
1							

*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.

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

 Delhi Development Authority

Statement of the Immovable property

NAVIGATION

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

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.

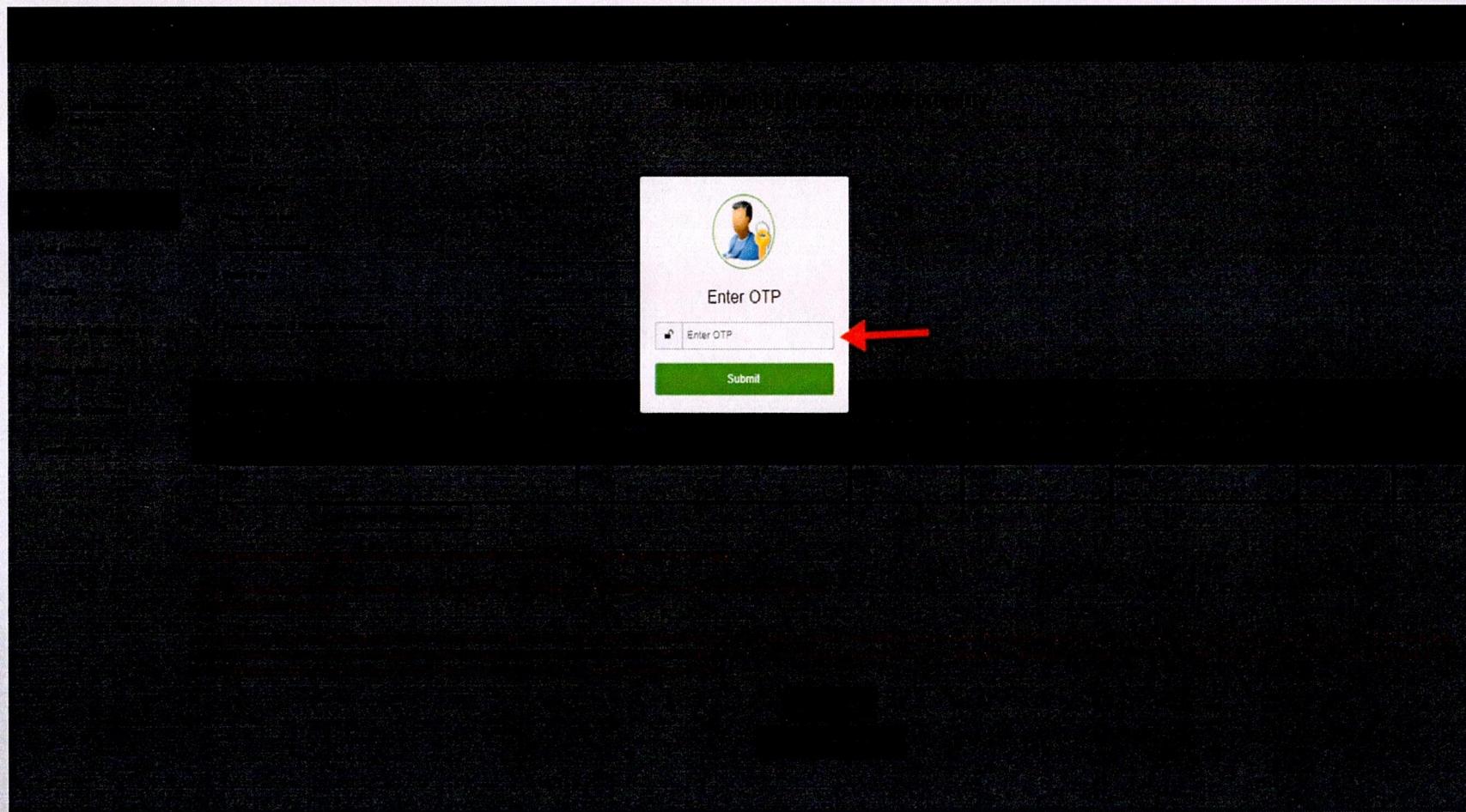
1. In Case where is not possible to access the value accurately, the approximately value in relation to present condition may be indicated.
2. Include short terms lease also

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 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



Click on the Checkbox/Dialoguebox.

 Delhi Development Authority

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

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?

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

NAVIGATION

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

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.

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

NAVIGATION

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

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.

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

 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
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](#)