



प्रधान महालेखाकार का कार्यालय (लेखा व हकदारी),  
आंध्रप्रदेश, विजयवाड़ा- 520 002  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),  
Andhra Pradesh, Vijayawada – 520 002



PAG (A&amp;E)/Admn-II/Unit-I/PR/2023/

28<sup>th</sup> December 2023**Office Order No.- 32****Sub/ विषय:** Submission of IPRs for the year 2023 as on 31<sup>st</sup> December 2023 - Reg.

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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 **31<sup>st</sup> December 2023** (whether possessed before or after joining this office) should be submitted **by 31<sup>st</sup> January 2024** starting from 1<sup>st</sup> January 2024 and no application shall be accepted after the due date i.e., 31<sup>st</sup> January 2024.

3. Attention is also drawn towards the DoPT O.M. No. 11013/12/93-Estt. (A) dated the 24<sup>th</sup> of 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 shall 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 27<sup>th</sup> September 2011 on the subject matter, non-submission of IPR within the stipulated date shall **invite denial of vigilance clearance.**

5. The mode of submission of IPR form is **online** which is elaborately illustrated in an attachment to this office order.

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

**Deputy Accountant General (Admn.)****To/ सेवा में:**

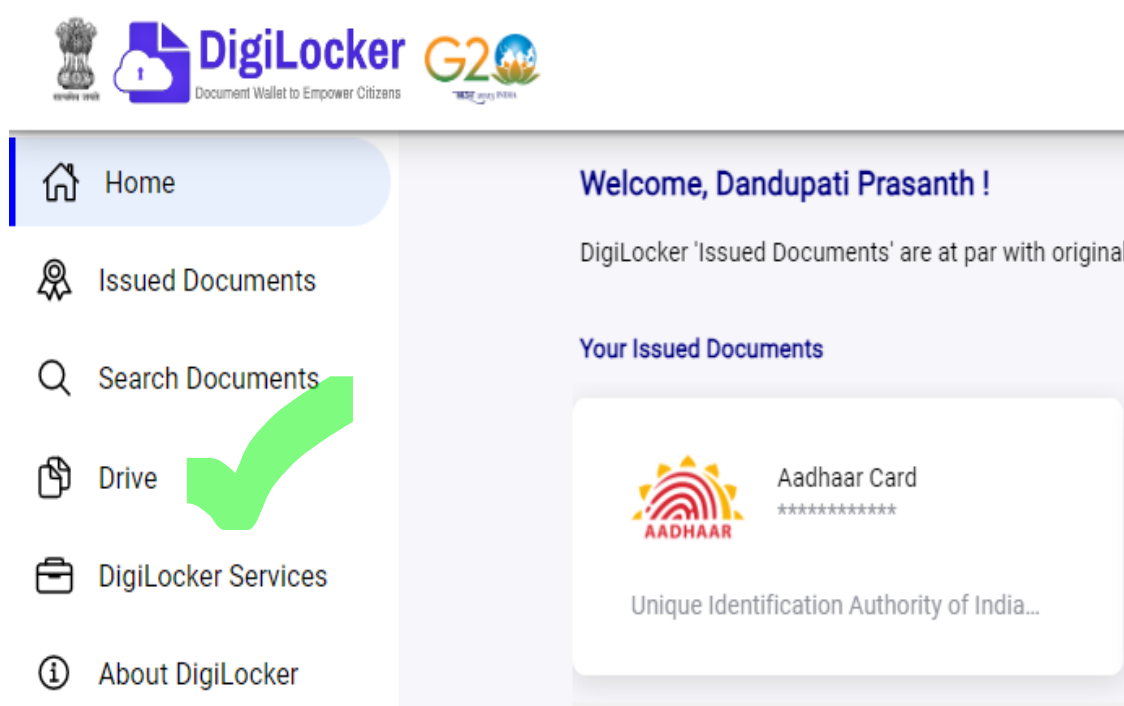
Secretary to PAG,  
All B.Os,  
DAG Peshis 1) A/cs, VLC & CEDP and 2) Entitlements,  
Notice Board, Confidential Cell, Vigilance cell,  
RBA, Welfare Section,  
C-EDP for 1) uploading on office website 2) to SMS and 3) to eMail.

### Step wise guide

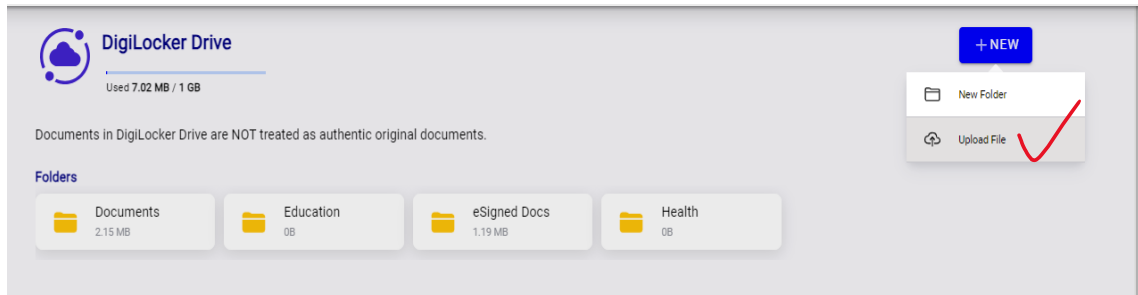
1. Download “**Blank IPR word document**”, available in this link <https://bit.ly/IPRagap>
2. Fill all relevant fields. (For reference, a copy is available in above link)
3. Once filled, convert the word document into PDF.
4. This may be done in 2 basic ways – after opening the word give print command and select “*Microsoft print to PDF*” option under printer name and save. Alternatively, use any freely available web tools (search word to pdf : upload – convert - download).
5. Now, the PDF is due to be signed electronically using Digi-locker portal.

### Procedure to eSign using Digi Locker:

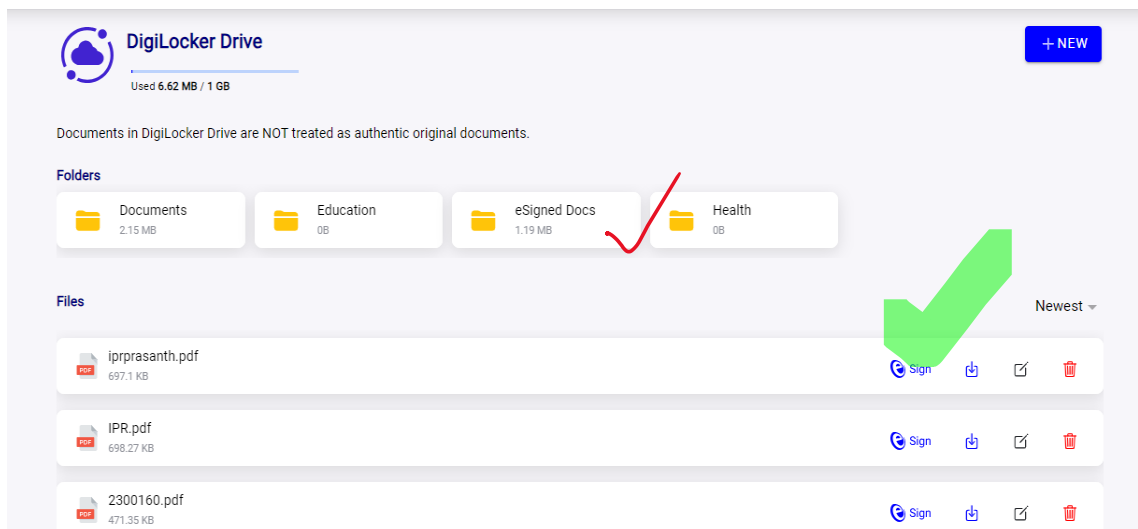
1. Open Digi locker website <https://www.digilocker.gov.in/>
2. Login (Sign-in) using Aadhar/mobile number, security PIN and OTP. (Note: one should be registered (Signed-up) to login)
3. Once signed-in, the screen below appears.



4. Under Aadhar Card asterisk (\*\*\*\*) symbols, as shown above, indicate Digi-locker is linked with Aadhar, without this e-Sign is not possible. If asterisks do not appear, click on Aadhar Card and authenticate with OTP.
5. Next, click on “**DRIVE**” (green tick mark), and then click on **+New -> UPLOAD FILE**” (as shown below) to upload PDF document.



- The Uploaded File appears in files. Now click on **eSign** (green tick mark) , then it will redirect to esignservice portal of C-DAC.



- Select Aadhaar Number and Aadhaar OTP (both are recommended).
- Submit to receive OTP.
- Enter OTP and click on the check box to submit.
- After successful submission, eSigned Document shall be available in eSigned documents folder (red tick mark) of Digi locker.
- Download this eSigned PDF
- kindly make sure the eSigned PDF is **renamed with new personal number as available in latest gradation list ( Ex : 2300xxx )**
- 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 in using web portal, usage of Digi locker **android app** is recommended. If further difficulty persists, one may reach out to Admn-II Sn.