

East Central Railway

**Office of the
Divisional Railway Manager (P)
Samastipur**

File No. ECR-SPJ0PERS(PCL)/5/2022-183667

Dated: As signed

**All Branch Officer
Samastipur Division**

**Sub: Submission of Returns of Immovable Property by specified categories of Non
Gazetted Railway employees for the year 2025.**

Ref: (i) Railway Board's letters No.E(D&A)2026 GS1-1 dated : 02.03.2026 and 11.03.2026.
(ii) This office letter No. P/SR/APAR/Conf./SPJ/24 dated : 09.03.2026.

Railway Board, vide letters under reference, has informed that a provision has been made in HRMS to submit Immovable Property Returns (IPR) through the APAR Module of HRMS.

All Branch Officers are advised to instruct the employees working in Level-7 and above under their control to submit their IPR through the APAR Module of HRMS on or before 31.03.2026.

Employees may submit their IPR by following the steps below:

1. Visit: <https://hrms.indianrail.gov.in/IRAPAR/>
2. Click on "APAR"
3. Select "[IPR - SUBMISSION](#)"
4. Select - Financial Year – "IPR for 01.01.2026"
5. Upload the "Physically signed IPR in PDF format" and submit.

Wide publicity may be given to above instructions to ensure timely compliance.

This has approval of Sr.DPO/SPJ.

Encl: As above.

(Trilok Nath Verma)
Assistant Personnel Officer-III
For Divisional Railway Manager(P)
Samastipur

Copy to :-

1. PS-I (Consultant) to DRM/SPJ- For information of DRM/SPJ please
2. CA to ADRM-I -For information of ADRM/SPJ please.
3. All Concerned

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

No. E(D&A) 2026 GS1-1


New Delhi, Dated: 11.03.2026

The General Manager (P)
All Indian Railways & Production Units etc.
(As per Standard list).

Sub: Submission of Returns of Immovable Property by specified categories of non-gazetted Railway employees for the year 2025.

Please refer to Board's letter of even no. dated 02.03.2026 on the subject above. Provisions have been made in HRMS to submit Immoveable Property Returns Online. To enable this, it has been decided with approval of the Competent Authority to extend the closing date upto 31.3.2026 as a **onetime exception** for filing of Annual Returns of Immovable Property for the year 2025 for the Supervisory staff of Group C as mandated in Railway Ministry's Decision No. 11 under Rule 18 of Railway Services (Conduct) Rules, 1966.

2. All concerned may be advised accordingly.


(Priya Gopalakrishnan)
Director/Estt.(D&A)
Railway Board

Copy to:

- (i) Executive Director/Pay Commission/Railway Board- Room No.7, COFMOW Building, Tilak Bridge, New Delhi 110 002 - For information and further necessary action, please
- (ii) General Manager/HRMS/Centre for Railway Information System, Chanakyapuri, New Delhi -110 021 - For information and further necessary action, please

East Central Railway

Office of the
Divisional Railway Manger (P)
East Central Railway ,Samastipur

No. – P/SR/APAR/Conf./SPJ/24

Dated : 09.03.2026

**All Branch Officers,
East Central Railway ,Samastipur.**

Sub: Submission of returns of immovable property by non-gazetted Railway employees.

Ref:- Railway Board RBE No. 19/2026 No.E(D&A)2026 GS1-1
Dt.02-03-2026.

In subject matter, the letter of Railway Board under reference is attached herewith. It has been intimated that:-

1. As Per Railway Ministry's Decision No. 11 below rule 18 of Railway Services (Conduct) Rules, 1966 read with clarification issued vide Board's letters No. E(D&A)2007 GS1-1 dated 28.3.2008 and 17.6.2009, providing that Supervisory Staff of Group 'C' on Railways working in scales of pay the maximum of which is Grade pay of Rs. 4600 and above are required to submit an annual return 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. The return should be submitted within three months of his first appointment in the grade and thereafter in the month of January every year.
2. Railway Ministry's Decision No. 12 also provides that certain categories of Commercial Staff in all grades, viz. Reservation Clerks, Parcel Clerks, Booking Clerks,- TTEs and TCs, should, besides submitting a property return on their initial appointment as required in Rule 18 (1) (i) of the Conduct Rules, should also submit a return of their property at the time of every promotion, as also at the time of submitting documents for pension (approximately two years prior to superannuation).
- 3 It has been observed that the above instructions are not being adhered to in letter and
4. The format for submitting IPRs by the relevant category of non-gazetted employees is enclosed.

All Branch Officers are requested to please ensure that the instructions referred above are scrupulously followed by the concerned Railway Servants working under their control.

This has approval of Sr.DPO/SPJ.

Encl.- As Above.

Tru 913126
(Trilok Nath Verma)
Assistant Personnel Officer-III
for Divisional Railway manager(P)/SPJ

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

No. E(D&A) 2026 GS1-1

RBE No. 19/2026
New Delhi, Dated: 02.03.2026

The General Manager (P)
All Indian Railways & Production Units etc.
(As per Standard list).

Sub: Submission of returns of immovable property by non-gazetted Railway employees.


Attention of the Railways is drawn to Railway Ministry's Decision No. 11 below rule 18 of Railway Services (Conduct) Rules, 1966 read with clarification issued vide Board's letters No. E(D&A)2007 GS1-1 dated 28.3.2008 and 17.6.2009, providing that Supervisory Staff of Group 'C' on Railways working in scales of pay the maximum of which is Grade pay of Rs. 4600 and above are required to submit an annual return 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. The return should be submitted within three months of his first appointment in the grade and thereafter in the month of January every year.

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3. It has been observed that the above instructions are not being adhered to in letter and spirit.

4. The format for submitting IPRs by the relevant category of non-gazetted employees is enclosed. All Railways/PUs and other units may please ensure that the instructions referred above are scrupulously followed by the concerned Railway Servants working under their administration.

DA: As above


(Priya Gopalakrishnan)
Director/Estt.(D&A)
Railway Board

भारत सरकार/GOVERNMENT OF INDIA
रेल मंत्रालय/MINISTRY OF RAILWAYS
(रेलवे बोर्ड/RAILWAY BOARD)

आरबीई सं. 19/2026

सं. ई (डीएंडए) 2026 जीएस1-1

नई दिल्ली, दिनांक: 02.03.2026

महाप्रबंधक (कार्मिक)

सभी क्षेत्रीय रेलें एवं उत्पादन इकाइयां आदि

(मानक सूची के अनुसार).

विषय: अराजपत्रित रेल कर्मचारियों द्वारा अचल संपत्ति विवरणियां जमा करना।

रेलों का ध्यान रेल सेवा (आचरण) नियम, 1966 के नियम 18 के तहत रेल मंत्रालय के निर्णय संख्या 11 की ओर आकृष्ट किया जाता है, जिसे बोर्ड के पत्र सं. ई (डीएंडए) 2007 जीएस1-1 दिनांक 28.3.2008 और 17.6.2009 के द्वारा जारी स्पष्टीकरण के साथ पढ़ा जाए, जिसमें प्रावधान है कि रेलों पर कार्यरत ग्रुप सी के ऐसे पर्यवेक्षी कर्मचारी जो ऐसे वेतनमान में कार्यरत हों जिसका वेतनमान अधिकतम ग्रेड पे रु. 4600 और उससे अधिक है, उसे ऐसी अचल संपत्ति के बारे में वार्षिक विवरणी प्रस्तुत करनी चाहिए जो उसे उत्तराधिकार में प्राप्त हो अथवा जो उसके स्वामित्वाधीन हो अथवा जो उसने अर्जित को हो अथवा जो उसने लीज या मॉर्टगेज के आधार पर अपने नाम पर या अपने कुटुम्ब के किसी व्यक्ति के नाम पर या अन्य किसी व्यक्ति के नाम पर धारित कर रखी हो. यह विवरणी उसे इस ग्रेड में उसकी पहली नियुक्ति के तीन महीने के भीतर और तत्पश्चात् प्रत्येक वर्ष जनवरी के महीने में प्रस्तुत करनी होगी।

2. रेल मंत्रालय के निर्णय संख्या 12 में यह भी प्रावधान है कि वाणिज्यिक विभाग की कुछ कोटियों अर्थात् आरक्षण लिपिकों, पार्सल लिपिकों, बुकिंग लिपिकों, चल टिकट परीक्षकों तथा टिकट कलेक्टरों के सभी ग्रेडों में कार्यरत कर्मचारियों को अपनी प्रारंभिक नियुक्ति के समय जैसा कि आचरण नियमों के नियम 18(1)(i) में यथापेक्षित है, सम्पत्ति विवरणी प्रस्तुत करने के अलावा प्रत्येक पदोन्नति के समय तथा पेंशन के लिए दस्तावेज प्रस्तुत करते समय भी (सेवानिवृत्ति से लगभग दो वर्ष पूर्व) अपनी संपत्ति की विवरणी प्रस्तुत करनी होगी।

3. यह देखा गया है कि उपरोक्त अनुदेशों का अक्षरशः पालन नहीं किया जा रहा है।

4. अराजपत्रित कर्मचारियों की संबंधित कोटि द्वारा अचल संपत्ति विवरण जमा करने का प्रारूप संलग्न है। कृपया सभी रेलें/उत्पादन इकाइयां और अन्य इकाइयां सुनिश्चित करें कि अपने प्रशासन के अंतर्गत कार्यरत संबंधित रेल कर्मचारियों द्वारा उपरोक्त संदर्भित अनुदेशों का पालन पूरी निष्ठा से हो।

संलग्नक: यथोक्त

प्रिया जी

(प्रिया गोपालकृष्णन)

निदेशक/स्था.(अनुशासन और अपील)

रेलवे बोर्ड

Statement of Immovable Property for the year (As on 01-01-....)

Name of the Official:
Department to which official belongs:
Designation:
Tele/Mob No.:

Present Pay:
Scale of pay:
Date of birth:
HRMS ID:

Name of Distt., Sub-Division, Taluk and Village in which property is situated	Name & details of property and land & other buildings	Present value	If not in own name, state in whose name held and his/her relationship to the Railway Servant	How acquired whether purchase, lease, inheritance, gift or otherwise with date of acquisition and name of person from whom acquired	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(Signature of the Official concerned)

(Name in Full)

*Please ensure that all the information is complete