



**RAJIV KUMAR**  
Establishment Officer  
& Additional Secretary  
Tel: 23092370  
Fax: 23093142

सत्यमेव जयते

भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली - 110001

GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS

NORTH BLOCK NEW DELHI-110001  
D.O. No. 6(1)/2014-EO(PR)

December 22, 2016

Dear Sir/Madam

As per Rule 16(2) of AIS(Conduct) Rules, 1968, all the members of the IAS are required to submit their Immovable Property Returns(IPRs) every year as on 1<sup>st</sup> January and latest by 31<sup>st</sup> January. In view of the said rule position, the Members of Service (MoS) have been submitting their IPR to their Cadre Controlling Authorities and a copy to the DoPT.

2. Since 2011, these IPRs are being uploaded on the DoPT website by the State Governments in respect of officers posted with them. However, it has been noted that because of submission of hard copies of IPR, certain problems viz., IPRs getting lost in transition, IPRs though submitted but not uploaded by the State Government, IPRs without date uploaded in the system, ante-dating of IPR, etc. are still being faced. The date of submission of IPR has assumed further significance due to denial of Vigilance Clearance in case of late submission of IPR since the issue of instructions dated 4.4.2011 of DoPT.

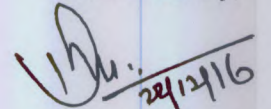
3. In order to avoid such problems, it has been decided to introduce online filing of IPR for which an IPR Module has been designed and would become operational w.e.f. 1.1.2017 to enable the officer to file the return online. The navigation tab for IPR Module has been provided in the menu on Home Page of SPARROW( <https://sparrow.eoffice.gov.in>). Since the application would be available in the SPARROW itself, no separate user ID and password would be required once the officer accesses SPARROW by using his existing user ID and password.

4. After filing the return online, the officer would have to authenticate it by using the Digital Signature Certificate (DSC) already issued to him under SPARROW or through eSign as the IPR module has been eSign-enabled. A provision for uploading the IPR under the tab 'Upload Form' has also been provided to enable the officer to scan and upload the IPR in case he/she does not have a DSC/eSign or is not able to use his DSC for any reasons. A 'User Manual-IPR' to facilitate filling up the forms has been provided in the help menu on the Home Page of SPARROW. In case of any difficulty, the officer could send an e-mail at [support-sparrow@nic.in](mailto:support-sparrow@nic.in).

5. It is requested that the instructions for online filing of IPR may be immediately circulated among all IAS officers belonging to your State/UT.

with warm regards

Yours sincerely,

  
22/12/16  
(Rajiv Kumar)

To:

1. The Chief Secretaries of all State Governments/UTs (as per standard list)
2. The Home Secretary, G.O.I w.r.t. IAS Officers of UT Cadre.
3. The Secretaries of all the Central Ministries/Departments for necessary action in respect of IAS officers posted in their Ministry/Department.



सूचना  
का अधिकार

Copy to:

- (i) The President's Secretariat, New Delhi.
- (ii) The Prime Minister's Office, New Delhi.
- (iii) The Cabinet Secretariat, New Delhi.
- (iv) The Rajya Sabha Secretariat, New Delhi.
- (v) The Lok Sabha Secretariat, New Delhi.
- (vi) Election Commission, New Delhi.
- (vii) UPSC, New Delhi.
- (viii) Central Vigilance Commission, New Delhi.
- (ix) O/o Comptroller & Auditor General, New Delhi.