

**Reminder**

No. 6/2/2024-EO(PR)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

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North Block, New Delhi  
Dated the 20<sup>th</sup> Jan, 2025

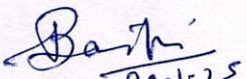
**OFFICE MEMORANDUM**

**Sub: Filing of IPRs by IAS officers for the year 2024 as on 01.01.2025 – Reminders  
- reg.**

The undersigned is directed to refer to this Department's DO letter of even number dated 19.12.2024 (copy enclosed) on the subject cited above. In terms of Rule 16(2) of AIS (Conduct) Rules, 1968 read with the instructions vide OM No.8/9/60-AIS(III) dated 16.02.1960 and OM No.11017/74/93-AIS(III) dated 04.01.1994 issued under this Rule, every member of the service is required to submit annual immovable property return by 31<sup>st</sup> January of the next year.

2. In view of the above, as the prescribed timeline for filing of IPRs for the year 2024 would end on 31<sup>st</sup> January, 2025, the Ministry is requested to issue necessary instructions to all the IAS officers working in its various departments, to ensure that they submit their IPRs for the year 2024 (as on 01.01.2025) online in the IPR Module, as per the prescribed timeline. It is reiterated that, to avoid unnecessary difficulty to the concerned IAS officers, they may be suitably sensitized to complete the process by eSigning the IPR.

Encl: As above

  
20.1.25  
(Anil Bajpai)

Under Secretary | Government of India

☎ 011-23092841

To,

Secretaries of Ministries/Departments of Government of India  
(As per standard list)

RECEIVED  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
Receipt & Issue Section  
15 Post + 74 Recd  
21 JAN 2025  
जारी किया/ISSUED  
E-MAIL SIGN  
Out 3 30 AM

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) NITI Aayog, New Delhi
- (vii) Election Commission, New Delhi.
- (viii) UPSC, New Delhi.
- (ix) Central Vigilance Commission, New Delhi.
- (x) O/o Comptroller & Auditor General, New Delhi.
- ✓(xi) Director (Admn.), DoPT, North Block, New Delhi.

Copy also to:

- a) Director General, NIC, Ministry of Electronics and Information technology, A-Block, CGO Complex, Lodhi Road, New Delhi – 110003
- ✓b) Additional Secretary (UT), Ministry of Home Affairs, North Block, New Delhi, for taking similar action in respect of the AGMUT Cadre officers

मनीषा सक्सेना, भा.प्र.से.  
Manisha Saxena, IAS  
स्थापना अधिकारी एवं अपर सचिव  
ESTABLISHMENT OFFICER &  
ADDITIONAL SECRETARY  
Tel. : 23092370, Fax : 23093142  
E-mail : eo@nic.in



भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली-११०००१  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC  
GRIEVANCES AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

DO No. 6(2)/2024-EO(PR)  
Dated, the 19<sup>th</sup> December, 2024

Respected Ma'am / Sir,

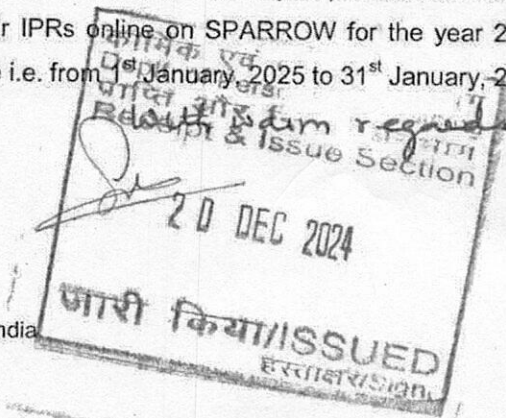
As you are aware, in terms of Rule 16(2) of AIS (Conduct) Rules, 1968 and the instructions issued vide OMs dated 16.02.1960 and 04.01.1994 under this Rule, every member of the Indian Administrative Service (IAS) is required to submit annual Immovable Property Return (IPR) by 31<sup>st</sup> January of the next year. Failure on part of the members of the Service to comply with the requirements of the aforesaid provisions constitutes good and sufficient reason for, inter-alia, institution of disciplinary proceedings, against them vide this Department's OM No.104/33/2005-AVD-I dated 29.10.2007 and 07.09.2011. Further, vide notification dated 30.12.2021, Rule 3(1) of IAS (Pay) Rules, 2016 has been amended to make timely filing of IPR mandatory for being considered for appointment to the next level of pay matrix.

This Department vide DO No.6(1)/2014-EO(PR) dated 22.12.2016 successfully introduced online filing of IPR in respect of IAS officers w.e.f. 1<sup>st</sup> January, 2017 through the SPARROW Module. It is indeed a matter of immense satisfaction that the officers are submitting their IPR either electronically or uploading scanned copy of the manually filled-in IPR, over the years.

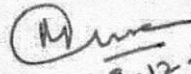
This online Module will close automatically after the prescribed timeline i.e. 31<sup>st</sup> January, 2025 in respect of the calendar year 2024. The officers need not send a hard copy either to their Cadre or to DoPT. Further, it is noticed that there are some cases where the officers fill their details online on the IPR SPARROW Portal but are not able to eSign the filled IPR. Such IPRs remain unsubmitted, causing unnecessary difficulty to the concerned officers. Therefore, the IAS Officers may be suitably sensitized to complete the process by eSigning the IPR.

In view of aforesaid background, I shall be grateful if you would issue necessary instructions to all IAS officers working in your Ministry/Department and its various organization, to ensure that they submit their IPRs online on SPARROW for the year 2024 (as on 01.01.2025), within the prescribed timeline i.e. from 1<sup>st</sup> January, 2025 to 31<sup>st</sup> January, 2025.

Secretaries to the Govt. of India  
(As per standard list)



Yours Sincerely,

  
19.12.2024  
(Manisha Saxena)

