

F. No. 12-01/2022-SEA-II
Government of India
Ministry of Communications
Department of Telecommunications
521, Sanchar Bhawan, 20 Ashoka Road, New Delhi - 110 001

Dated: .12.2024

OFFICE MEMORANDUM

Sub:Submission of Annual Immovable Property Return for the Year-2024 (as on 31.12.2024) by the officers of IP&TAFS Gr. 'B'-reg.

In accordance with the provisions contained in Rule-18 (1) (ii) of CCS (Conduct) Rule-1964, every government servant belonging to any service or holding a Group 'A' or Group 'B' post 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 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 dependent on him. The AIPR is to be submitted as on first January every year in respect of the preceding year. Care must be taken to indicate the sanction particulars invariably in respect of all properties declared in the return.

2 .All officers of IP&TAFS Gr. 'B' serving in DoT(HQ)/CGCA/NCA-F/Pr.CsCA/CsCA/TEC and on deputation from DoT HQ have to submit Annual Immovable Property (AIPR) for the year-2024 between **01.01.2025 to 31.01.2025.**

3. The link for SPARROW portal is **sparrow-dot.eoffice.gov.in**. A step by step process for filling of AIPR through **SPARROW Portal is enclosed as Annexure-I** for ready reference. **A NIL return may invariably be submitted** even if the information regarding the property is Nil. While furnishing the information in the AIPR, use of the phrase such as "**same as previous year**" or "**No change**" is to be avoided. Care must be taken to indicate the sanction particulars invariably in respect of all properties declared in the return. In case of any doubt/need for technical support, officers should immediately get in touch with the concerned administration.

4. **The AIPR of Gr. 'B' officers working in CGCA/NCA-F/Pr. CCA/CCA & TEC will be reviewed by the respective heads of CGCA/NICF/Pr. CCA/CCA & TEC. A report mentioning the date of submission of AIPR for the Year-2024 should be sent to DoT HQ latest by 31.03.2025.**

5. As per instructions contained in Vigilance Wing DoT HQ letter No. 7-1/2016-V. Tech dated 14/12/2016, officer will be liable for departmental action for violation of Rule 18 (2) of CCS (Conduct) Rules, 1964 for non-submission of his/her AIPR.

6. Accordingly, **Vigilance clearance shall be denied** to an officer if he/she **fails to submit his/her Annual Immovable Property Return** of the previous year by 31st January of the following year in terms of DoP&T's OM. No. 11012/11/2007-Estt (A) dated 27.09.2011.

7. No further reminder in this regard shall be issued.

Encl: As above.

(Harshvardhan Singh Khangarot)
Director (SEA)
Phone No. 011-23036059

Copy to: -

1. CGCA/Addl. CGCA, MTNL Building, JLN Marg (Old Minto Road), New Delhi-110002.
2. DG, NCA-F, Ghitorni, New Delhi.
3. Sr. DDG (LFA), DoT HQ.
4. All DDsG of Accounts & Finance Wing in DoT (HQ), New Delhi.
5. All heads of Pr. CsCA/CsCA.
6. All Sr. AO/AO/AAO in DoT HQ and TEC, New Delhi.
7. Copy for uploading the circular on DoT website.
8. Office Copy.

Steps for Filling of Annual Immovable Property Return (AIPR) through SPARROW Portal

Step 1. Login with User ID (Govt. e-mail id) & password related to Govt. mail ID on SPARROW Portal
sparrow-dot.eoffice.gov.in

(<https://parichay.nic.in/Accounts/NIC/index.html?service=SPARROWDOT>)



Click on IPR Tab being shown on the Left Hand Side on the Screen



Select option IPR Declaration



Select Statement as on date (e.g. 01.01.2022)

Step 2. Now there will be three options

- 1) (a) **Fill New Declaration** - Click Fill Electronic Form and fill all requisite information related to AIPR
- (b) **Upload Physically Signed Form** - Click on option Upload Physically Signed Form and upload the scanned copy in pdf. format.
- 2) **Copy Data from Previous Year Declaration** - Previous year data will be shown on the screen. Necessary updation can be executed at this stage before submission.
- 3) **NIL Declaration** - On selecting NIL declaration option, an auto filled NIL declaration will show on screen.

Step 3. Digital Signature Certificate (if not feasible), please use e-Hastakshar (e-sign) through Aadhar based e-Authentication through OTP received on aadhar linked mobile number and submit.