

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 (AIPR) for the Year 2024 (as on 31.12.2024) by the officers of IP&TAFS Gr 'A'-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. Attention is also drawn to DoP&T OM No. 11012/11 /2007-Estt.A dated 27/9/2011 which stipulates that **the officers who have not submitted the Annual Immovable property Returns by the prescribed time would be denied vigilance clearance and will not be considered for empanelment for senior level posts in Government of India.**

3. Accordingly, all officers of IP&TAFS Gr. 'A' serving in DoT (HQ)/ DoP HQ /CGCA/NCA-F/Pr.CsCA/CsCA/ PAOs, DoP/ TEC, on probation at NCA-F and on deputation to other Ministries/ Department/ Organizations are required to submit the above return for the Year-2024 (as on 31.12.2024) latest by 31.01.2025.

4. **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.

5. Further, as per DoT letter No. 8-36/2015-IT-V dated 06.12.2017, all regular officers of IP&TAFS Group 'A' cadre serving in DoT HQ/ DoP HQ/CGCA/NCA-F/Pr.CsCA/CsCA/ PAOs, DoP/ TEC, on probation at NCA-F and on deputation to other Ministries/ Department are requested to file their Annual Immovable Property Return (AIPR) **through e-Office Lite (SPARROW) portal only.** Accordingly the AIPR for the **Year-2024 may be filed, latest by 31.01.2025, through e-Office Lite (SPARROW) portal only.**

6. All IP&TAFS Group 'A' officers may ensure to get themselves registered in e-Office Lite (SPARROW) portal and keep their SPARROW accounts operational well before 31.12.2024. The link for SPARROW portal is **sparrow-dot.eoffice.gov.in**

(<https://parichay.nic.in/Accounts/NIC/index.htmlservice=SPARROWDOT>). IPR- User Manual is available in SPARROW portal under 'Help' menu. However, a step by step process for filling of AIPR through SPARROW Portal is also enclosed as Annexure-I for ready reference. The link for filing of IPR will be activated w.e.f. 01.01.2024 upto 31.01.2024 only.

7. The Competent Authority has directed to ensure 100% submission of AIPR by IP&TAFS Group 'A' officers through SPARROW portal only. It may be noted that no further reminder shall be issued in this regard.

8. Further, as per instructions contained in Vigilance Wing of DoT H.Q. letter No.7-1/2016 V. Tech dated 14.12.2016, **officers will be liable for departmental action for non-submission** of his/ her AIPR. If there is any issue in respect of submission of AIPR through SPARROW portal, **Shri Padam Kumar, AO (CS & Protocol SEA), DoT HQ** may be contacted for resolution on following numbers:-

i. **Mobile No: 9968563518**

ii. **Phone No. : 011-23716024**

9. All concerned are requested that the contents of this O.M. may be widely circulated to the notice of all IP&TAFS Group 'A' officers working under their respective control.

10. This issues with the approval of the Competent Authority.

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

Copy to: -

1. PSO to Member (Finance), DoT (HQ), New Delhi.
2. PS to CGCA, MTNL Building, JLN Marg (Old Minto Rd), New Delhi.
3. PSO/CS to Advisor (Finance), DoT (HQ), New Delhi.
4. DG, NCA-F, Ghitorni, New Delhi.
5. Sr. DDG (LFA), DoT HQ.
6. Sr.DDG (PAF), DoP, Dak Bhawan, New Delhi with a request to co-ordinate in respect of Group 'A' officers posted in Deptt. of Posts and circulate this circular among them.
7. All DDsG of Accounts & Finance Wings in DoT (HQ), New Delhi.
8. All heads of Pr. CsCA/ CsCA for necessary action.
9. All Directors of Finance Wing in DoT (HQ) /IFA (TEC), New Delhi.
10. All Gr. 'A' officers of IP&TAFS who are on deputation.
11. All probationers, IP&TAFS Gr.'A' through DG, NCA-F, Ghitorni.
12. All ADG/ACAO in DoT HQ and TEC, New Delhi.
13. For uploading the circular on DoT Website.
14. AO (CS & Protocol SEA), DoT HQ, New Delhi.

15. Office Copy