

No. 71-28/2023-24/IPR
Government of India
Ministry of Communications
Department of Telecommunications

Sanchar Bhawan, New Delhi
Dated 21.12.2023

Office Memorandum

Subject: Submission of Annual Immovable Property Return (AIPR) by the officers of ITS Group 'A' and TES Group 'B' for the year ending 2023 through SPARROW portal-reg.

In accordance with Rule 18 (1) of the CCS (Conduct) Rules, 1964, every Government servant holding a Group 'A' or Group 'B' post is required to submit an annual return giving full particulars regarding the Immovable property inherited by him or owned or acquired by him or held by him on lease mortgage either in his own name or in the name of any member of his family or in the name of any other person.

2. Further, as per para 2 of DoPT OM No. 11013/12/93-Estt. (A) dated 24.01.1994 which states that:

"It has, however, been noticed that these returns are not submitted in time in many cases. Ministries/Departments are, therefore, requested to ensure that these returns are submitted by Group 'A' and 'B' officers under their control in respect of every calendar year by 31st January of the next year. It may be impressed upon them that failure on the part of a Government servant to comply with the requirement of the aforesaid rule can form good and sufficient reason for instituting discipline proceedings against him. Strict action may be taken against employees who fail to submit the returns time or furnish wrong information".

3. Functionality of submission of online declaration of Annual Immovable Property Return (IPR) through e-office-lite i.e. on SPARROW Portal for the year ending 31.12.2023 would be operational w.e.f 01.01.2024 to 31.01.2024. IPR must be filed by ITS Group 'A' and TES Group 'B' officers only through SPARROW portal irrespective of the post held/place of posting.

4. All ITS Group 'A' and TES Group 'B' officers may kindly ensure:

(a) Timely filing of IPRs on SPARROW Portal as per timelines. No separate physical copy of IPR shall sent to this office.

(b) To report technical glitch in SPARROW account/email, if any at least 15 days prior to the closing date of filing of IPR at e-mail **sparrow-dot@gov.in** with a copy to the nodal officer of SPARROW of the concerned unit.

(c) That they have their SPARROW account, for those officers who do not have their SPARROW account are requested to make sure that their accounts have been created on the portal. Detailed proforma (Annexure-I) has to be submitted to **sparrow-dot@gov.in** with a copy to the nodal officer of SPARROW of the concerned unit at least 7 days before opening of filing of window of IPR.

5. The Competent Authority has directed to ensure 100% submission of AIPR by ITS Group 'A' and TES Group 'B' officers through SPARROW portal only. Any manual submission of AIPR shall not be regarded as conforming to the extant rules & guidelines on the subject.

6. Further, as per DoPT instructions mentioned at Para-2 above, the officers will be liable for departmental action for non-submission of his/her AIPR.

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7. All concerned are requested that the contents of this O.M. may be widely circulated to the notice of all ITS Group 'A' and TES Group 'B' working under their respective control. All ITS Group 'A' and TES Group 'B' officers are, therefore, requested to adhere to the time and ensure filing of their IPR returns through SPARROW portal (**<https://sparrow-dot.eoffice.gov.in/IPR>**) only.

Enclosure: As above.

Hitesh
ADG (STG-III)

To: All ITS Group 'A' and TES Group 'B' officers-Through DoT Website.

Copy to:

1. Member (S)/ Member (T)/Director General (T)/AS (T).
2. Heads of LSA/TEC/NTIPRIT/NCCS - to ensure compliance from the officers under their control.
3. CVO, DoT HQ.
4. CMD BSNL/MTNL - to ensure compliance from the officers under their control.
5. US (SGT) and all nodal officers of SPARROW to ensure all ITS Group 'A' and Group 'B' officers have their SPARROW account.