

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: 08.12.2023

**OFFICE MEMORANDUM**

**Sub: Submission of Annual Immovable Property Return (AIPR) for the Year-2023 by the officers of IP&TAFS Gr.'A' through SPARROW portal-reg.**

The provisions of Rule-18 (1) (ii) of CCS (Conduct) Rule-1964 stipulates that "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".

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. Reference is also invited to DoT letter No. 8-36/2015-IT-V dated 06.12.2017, wherein all regular officers of IP&TAFS Group 'A' cadre serving in DoT HQ/DoP HQ /CGCA/NICF/Pr.CsCA/CsCA/ PAOs, DoP/ TEC, on probation at NICF and on deputation to other Ministry/ Department were requested to file their Annual Immovable Property Return (AIPR) through e-Office Lite (SPARROW) portal only.

4. Accordingly, all IP&TAFS Group 'A' officers serving in DoT HQ/DoP HQ /CGCA/NICF/Pr.CsCA/CsCA/ PAOs, DoP/ TEC, on probation at NICF and on deputation to other Ministry/ Department are requested to file their Annual Immovable Property Return (AIPR) for the Year-2023 latest by 31.01.2024 through e-Office Lite (SPARROW) portal.

**(i) The link for filing of IPR will be activated w.e.f. 01.01.2024 upto 31.01.2024 only.**

(ii) Care must be taken to indicate the sanction particulars invariably in respect of all properties declared in the return.

(iii) 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. 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 31.12.2023. The link for SPARROW portal is **sparrow-dot.eoffice.gov.in(https://parichay.nic.in/Accounts/NIC/index.html?service=SPARROWDOT)**.

IPR-User Manual is available on 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.

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

7. 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 solution on following numbers:-

- i. Mobile No: 9968563518
- ii. Phone No. : 011-23716024

8. 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.

9. It may be noted that no further reminder in this regard shall be issued.

Enclosure: As above.

Signed by Harshvardhan  
Singh Khangarot  
Date: 07-12-2023 16:04:12  
Reason: Approved

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

Copy to: -

1. Sr.PPS to Member(Finance), DoT (HQ), New Delhi.
2. PSO to Advisor (Finance), DoT (HQ), New Delhi.
3. CGCA/ Addl. CGCA, DoT at NICF Campus, Ghitorni, New Delhi.
4. DG, NICF, MG Road, Ghitorni, New Delhi.
5. All DdsG of Accounts & Finance Wings in DoT (HQ), New Delhi.
6. Sr.DDG (PAF), DoP, Dak Bhawan, New Delhi with a request to co-ordinate in respect of Group 'A' officers posted in Dept. of Posts and circulate this circular among them.
7. All Probationers, IP&TAFS Group 'A' through DG NICF, Ghitorni.
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 ADG/ACAO in DoT HQ and TEC, New Delhi.
12. Under Secretary (SEA) for uploading the circular on DoT Website.
13. AO (CS & Protocol SEA), DoT HQ, New Delhi.

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.

