

**IMPORTANT**

No. 71-44/2025/IPR-STG-III  
Government of India  
Ministry of Communications  
Department of Telecommunications

Sanchar Bhawan, New Delhi  
Dated: 27.12.2024

**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 2024 through the 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 No11013/12/93-Estt. (A) dated 24.01.1994, which states-

*"It has, however, been noticed that these returns are not submitted in time in many case 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 n 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 disciplinary proceedings against him. Strict action may be taken against employees who fail to submit the returns on time or furnish wrong information".*

3. Functionality of online declaration of Immovable Property Return (IPR) through the e-office- SPARROW Portal for the year ending 31.12.2024 would be operational w.e.f. 01.01.2025 to 31.01.2025. IPR must be filed by ITS Group 'A' and TES Group 'B' officers only through the 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 the SPARROW Portal as per timelines. No separate physical copy of IPR shall be sent to this office.

(b) To report a technical glitch in the 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) To ensure that they have their SPARROW account, 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 and at email **adgstaff-dot@gov.in**.

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 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.

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/Home>) only.

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

Enclosure: As above

Digitally signed by

Hitesh

Date: 27-12-2024 09:55:49

Hitesh

ADG(STG-III)  
011-23372469

To: All ITS Group 'A' and TES Group 'B' officers

Copy to:

1. Member (S)/ Member (T)/Director General (T).
2. All LSA heads/Sr. DDG, TEC/DG, NCA-T/NCCS Bangalore/Administrator, Digital Bharat Nidhi.
3. CVO, DoT HQ.
4. CMD BSNL/MTNL.
5. All nodal officers of SPARROW to ensure all ITS Group 'A' and Group 'B' officers have their SPARROW account.

**Annexure-I**

S.No	Employee Code	Appellation	Official Name	Gender	Father's Name	Date of Birth	Nationality	Religion
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Aadhar Number	NIC Email ID e.g. abc@nic.in	Mobile No	Organisation Name	Service	Designation	Type of Appointment	Appointment Date	Allotment Year
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**No. 8-99/2022-IT-II**  
**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**Sanchar Bhawan, Ashoka Road, New Delhi - 01**  
**(IT Division)**

Dated: 07-08-2024

**OFFICE MEMORANDUM**

**Subject: Streamlining the process of provisioning of NIC Services in DoT**

For execution of day to day official as well as some personal works, we are using various Web-applications developed/provided by the NIC. The most important applications are:

- <https://drive.gov.in/>
- <https://parichay.nic.in>,
- <https://dot.attendance.gov.in>
- <https://e-hrms.gov.in>,
- <https://dot.eoffice.gov.in>,
- <https://saccess.nic.in>,
- <https://govintranet.nic.in>,
- <https://nicpdftools.nic.in>
- <https://nicforms.nic.in>,
- <https://swagatam.gov.in>,
- <https://collabfiles.nic.in>,
- <https://dot.dashboard.nic.in>,
- <https://vpn.nic.in>,
- <https://registry.gov.in>,
- <https://servicedesk.nic.in>
- <https://cloud.gov.in>

2. These services are accessible through Single Sign On facility being offered by NIC as PARICHAY Application. That means, user can login to one application through Parichay and seamlessly access other applications without entering credentials for each applications. In fact, Parichay, act as a Gateway to all services of NIC.

3. It clarified that the Parichay application takes user details from **eforms.nic.in** hence it becomes necessary to periodically update the eForms application. The **eforms.nic.in** have a work-flow based system for registering the new/change requests and getting these approved by Nodal Officers before actually getting these provisioned by NIC or IT Team as the case may be.

4. Accordingly, to streamline the process, a SOP for processing of requests through eforms.nic.in is enclosed herewith for kind information and further implementation.

-Sd-  
[Arvind Kumar]  
Director(IT-2)

**Encl.:** Details of Nodal Officers and SOP for processing of requests through <https://eforms.nic.in>

**To:**

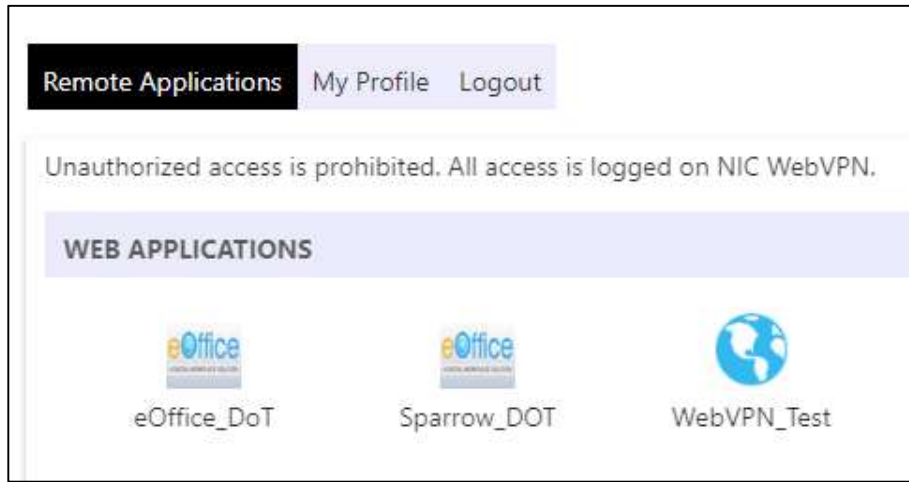
- DGT/CGCA/DG(NTIPRIT)/DG(NICF)
- Special DGT/Additional DGT/DDG of LSAs
- Pr. CCA/CCA/Jt CCA of CCAs
- Director(WMO)
- Sr. DDG(TEC)/Sr. DDG(NCCS)

**Copy to:**

- PSO to the Secretary, DoT
- PSO to DGT
- PSO to AS(T)
- PSO/PPS to Member(F)/Member(T)/Member(S)
- PS to DDG(IT)

## **Details of Nodal Officers and SOP for processing of requests through eforms.nic.in**

1. eForms portal has been developed by NIC for providing their services in online mode. The entire process, right from filling of application form, its validation by the Nodal Officer, approval by NIC and provisioning of services by NIC or IT2 Section can be handled in automated manner. Through eForms Portal, following services can be accessed:
  - eMail Ids – Creation/Deletion/Deactivation
  - Updation of Mobile Number or other personal details
  - VPN for accessing eOffice and Sparrow from outside NICNET
  - NIC-WiFi Services in various Bhawan's
  - IMAP/POP services for NIC email facility and
  - Many other services which are detailed in user manual available at [https://eforms.nic.in/assets/old\\_assets/upload/user\\_manual.pdf](https://eforms.nic.in/assets/old_assets/upload/user_manual.pdf).
2. Following key points shall be kept in mind before further action:
  - a) Requests for creation of new email id, deletion/deactivation of email ids, updation of mobile number/particulars or any other service requests like VPN for eOffice and Sparrow, NIC-WiFi Services, IMAP/PoP Access etc. shall be processed through eForms portal only.
  - b) The status of the application/change requests can also be viewed by the user through eforms.nic.in.
  - c) **In case of any queries or issues the user will raise a service desk request on <https://servicedesk.nic.in>.** DoT and NIC-DoT does not have any backend access to support the users.
  - d) **For Sparrow, AEBAS, eHRMS, eOffice and swagatam portals only name based emails shall be used.**
  - e) **For Official Communication use of designation based email id is suggested.**
  - f) **The designation based emails shall be provided very judiciously. Only Staff having public access or dealing with the subject matters which involves public or industry interaction shall be allowed to have designation based Ids.** The respective office shall keep a track of designation based email ids in use. It is suggested that rather than using designation based email Ids for all officers/officials one email for a particular section (like: [rural.hp-dot@gov.in](mailto:rural.hp-dot@gov.in), [comp.hp-dot@gov.in](mailto:comp.hp-dot@gov.in), [usof.hp-dot@gov.in](mailto:usof.hp-dot@gov.in) etc.) can be created and used by any responsible officer in the section. **All the important communication received on these email ids shall be diarized in eOffice at point of ingress itself then must be sent to all the concerned through eOffice only.**
  - g) To protect meaningful communication going to dormant email ids or possible threat due to unused email Ids, the email ids not in use shall immediately be deactivated.
  - h) If any email ID is not in use (i.e. account not logged in) for three months, then it will get automatically deactivated. In that case user needs to reset the password through forgot password link.
  - i) In NIC Email System maximum three email IDs can be linked against one mobile number.
  - j) User needs to have the VPN on their name based email id for accessing eOffice and eHRMS applications from Home or from those offices which are not on NICNET.
  - k) The Web-VPNs were provided for accessing eOffice from those locations which are not connected to NICNET or to some senior officers who wish to access eOffice from their homes. It is suggested that VPN provided to the employees below the level of DS/Director should be reviewed and VPN shall only be allowed to the other officers/officials with the consent of the head of office/DDG level officer.
  - l) VPN facility can be used through any Web-browser by login to <https://saccess.nic.in/> (through name based email id) then by clicking on hyperlinks provided for eOffice application.



m) The details required to be filled in eForms Portal for creation of VPN for accessing:

DOT eOffice	DoT SPARROW
Application Name: eOffice	Application Name: eOffice SPARROW
IP Range: 10.248.89.74 – 10.248.89.75	IP: 164.100.79.136
URL: <a href="https://dot.eoffice.gov.in">https://dot.eoffice.gov.in</a>	URL: <a href="https://sparrow-dot.eoffice.gov.in">https://sparrow-dot.eoffice.gov.in</a>
Port: 80	Port No.: 443

3. The following **process flow** shall be followed by users for availing the NIC services through <https://eforms.nic.in>:

**Steps for user profile updation:**

- a) Login to <https://eforms.nic.in>.
- b) Before making any requests on eforms, it has to be ensured that the ‘**user profile**’ available under ‘**My Profile**’ Tab is updated and reflects the correct details.
- c) Updating the ‘user profile’ available under ‘My Profile’ Tab:
  - i. User needs to enter email ID of designated **nodal officer** instead of name of his own Reporting officer (see the details of nodal officer in **Annexure - I**).
  - ii. While updating the Profile DoT users shall select the following:

1) Update Personal Info Tab :

Example : for officer/official posted at DOT HQ:

State where you are posted \*      District/City Name \*      Pin Code \*

2) Update Organizational info tab (applicable for all offices):

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Organization Category \*      Ministry/Organization \*      Department/Division/Domain \*

Reporting/Nodal/Forwarding Officer Email\*      Reporting/Nodal/Forwarding C

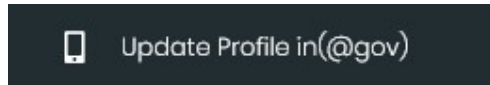
-SELECT-  
 Controller General of Communication Accounts (CGCA-DOT)  
 Department of Posts  
 Director General Telecom (DGT-DOT)  
**DOT**

**Note:** Under Department/Division/Domain, for:

1. Designation based email ids or email ids provided to contract/support staff, user may select ‘DOT’, ‘DGT-DOT’ or ‘CGCA-DOT’ as per his/her posting.
2. Name based ids user need to select Department/Division/Domain as ‘DOT’.

iii. The above changes will get automatically updated (once initiated by the officer), without intervention of NIC/any other Officer.

- d) Once 'user profile' available under 'My Profile' Tab is completely updated by the user, access "Update Profile in (@gov.in)" available in Left menu for changing the **registered mobile number, date of retirement/contract end date, date of birth, designation and display name.**



- **Acknowledgement email received by the user shall be forwarded to the respective Nodal Officer with the scanned copies of relevant documents, using proper channel so that he/she can verify the credentials and approve the case.**
- Once the request is initiated by the user, it will be routed to nodal officer (as per Annexure - I) for his/her approval. On approval the request will be forwarded to "Delegated Admin" of the concerned BO for executing the changes. After provisioning the user will get intimation through eMail and SMS.

**Steps for availing other services:**

- a) Left Menu of <https://eforms.nic.in> shall be used for availing NIC Services like VPN/IMAP/new email/WiFi services etc.
  - b) While applying for any service, name of Ms. Archana Bhusri shall be selected as Coordinator (NIC), only if required.
  - c) Fill the desired inputs in online form, authenticate it and submit for approval.
  - d) Acknowledgement email received by the user shall be forwarded to the respective Nodal Officer with the scanned copies of relevant documents, using proper channel so that he/she can verify the credentials and approve the case.
  - e) Once the request is initiated by the user, it will be routed to nodal officer (as per Annexure - I) for his/her approval. On approval the request will be forwarded to NIC coordinator/ Delegated Admin of the concerned BO for approval/execution of the requests. After provisioning the user will get intimation through eMail and SMS.
- Acknowledgement email received by the user shall be forwarded to the respective Nodal Officer with the scanned copies of relevant documents, using proper channel so that he/she can verify the credentials and approve the case.

**Escalation Matrix:**

Type of email ids	Organization/Office	Email Admin Level-1	Email Admin Level-2
<b>Designation based email ids and email ids of staff on contract</b>	DGT-HQ and LSAs	adgit.hq-dgt-dot@gov.in	dirit.hq-dgt-dot@gov.in
	CGCA and CCAs	np.singh10@mea.gov.in	sanjay.sharma96@gov.in
	All Other email	emailadmin-dot-2@nic.in	emailadmin-dot@nic.in
<b>Name based email ids of employees of DoT</b>	All Employees	emailadmin-dot-2@nic.in	emailadmin-dot@nic.in

**Note:**

1. In case of any difficulties or delays employee may escalate the issue or approach NIC helpdesk through <https://servicedesk.nic.in>.
2. Modifications can be executed, only when, the email id is in any of the three designated BO's of DOT.

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Channel	Nodal officers for approving eForms requests
Emp. On Deputation at DoT HQ - For CSS/Central Staffing Scheme/Personal Staff of MoC & MoSc appointed on co-terminus basis. - For CSSS/ CSOLS/ISS/SSS	Mr. Sumish, US Admin-I <a href="mailto:sumish.82@gov.in">sumish.82@gov.in</a>  Mr. Vishal Kumar Vishwakarma, SO(Admn.II) <a href="mailto:vishal.kv@nic.in">vishal.kv@nic.in</a>
ITS, AD and JTO at DoT HQ	Director Staff ( <a href="mailto:dirstaff-dot@nic.in">dirstaff-dot@nic.in</a> )
IP&TAFS at DoT HQ	Director SEA ( <a href="mailto:director.sea-dot@gov.in">director.sea-dot@gov.in</a> )
IRRS at DoT HQ and Hindi section(OL section)	Bharat Bhushan, US Admin-II, <a href="mailto:bbsharma.pmo@nic.in">bbsharma.pmo@nic.in</a>
Consultants at DoT HQ (i) Consultants appointed against AASO/SO/US (ii) Consultants appointed against PA/PS/PPS/OL cadre	(i) Mr. M. Kiran Kumar, SO (Admin-I) <a href="mailto:mkiran.kumar@nic.in">mkiran.kumar@nic.in</a> (ii) Mr. Vishal Kumar Vishwakarma, SO(Admn.II) <a href="mailto:vishal.kv@nic.in">vishal.kv@nic.in</a>
CSSS/CSOLS/ISS/SSS	Mr. Vishal Kumar Vishwakarma, SO(Admn.II), <a href="mailto:vishal.kv@nic.in">vishal.kv@nic.in</a>
MTS/Driver/ Canteen Staff	Mr. Amit Kundan, US Admin-III, <a href="mailto:amitkundan-upsc@gov.in">amitkundan-upsc@gov.in</a>
P&T Building Work Service (Civil) Cadre	Mr. Shiv Chandra Ranjan, Director Civil, <a href="mailto:dircivil-dot@nic.in">dircivil-dot@nic.in</a>
P&T Building Work Service (Elect) Cadre	Mr. Amar Relan, Director(Electrical), <a href="mailto:direlect-dot@nic.in">direlect-dot@nic.in</a>
LSAs	Dir (Admin) of the LSA, <a href="mailto:dira.XX-dgt-dot@gov.in">dira.XX-dgt-dot@gov.in</a>
CCAs	Admin Head of the office of PrCCA/CCA/Jt.CCA
DGT	ADG (Admin & HR), DGT HQ, <a href="mailto:adga.hq-dgt-dot@gov.in">adga.hq-dgt-dot@gov.in</a>
CGCA	Mr. A P Xaxa, Dy CGCA (C&A), CGCA, <a href="mailto:ap.xaxa@nic.in">ap.xaxa@nic.in</a>
NTIPRIT	ADG(ICT) – <a href="mailto:adg.ict-nti-dot@gov.in">adg.ict-nti-dot@gov.in</a>
NICF	Mr. Kunal Srivastava, Dy Director, NICF, <a href="mailto:srivastava.kunal@gov.in">srivastava.kunal@gov.in</a>
TEC	Dir(IT), TEC, <a href="mailto:diri.tec@nic.in">diri.tec@nic.in</a>
NCCS	Director (SC & HQ), <a href="mailto:directorhq.nccs-dot@gov.in">directorhq.nccs-dot@gov.in</a>
USOF	Director, <a href="mailto:dirbb2.hq-dot@nic.in">dirbb2.hq-dot@nic.in</a>
WMO, WMS & RLOs	Mr. Tarun Chaudhary, Deputy Director <a href="mailto:tarun.chaudhary@nic.in">tarun.chaudhary@nic.in</a>

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## **Steps to access the Sparrow portal for filling the Annual IPR**

### **1. Use url <https://saccess.nic.in/>**

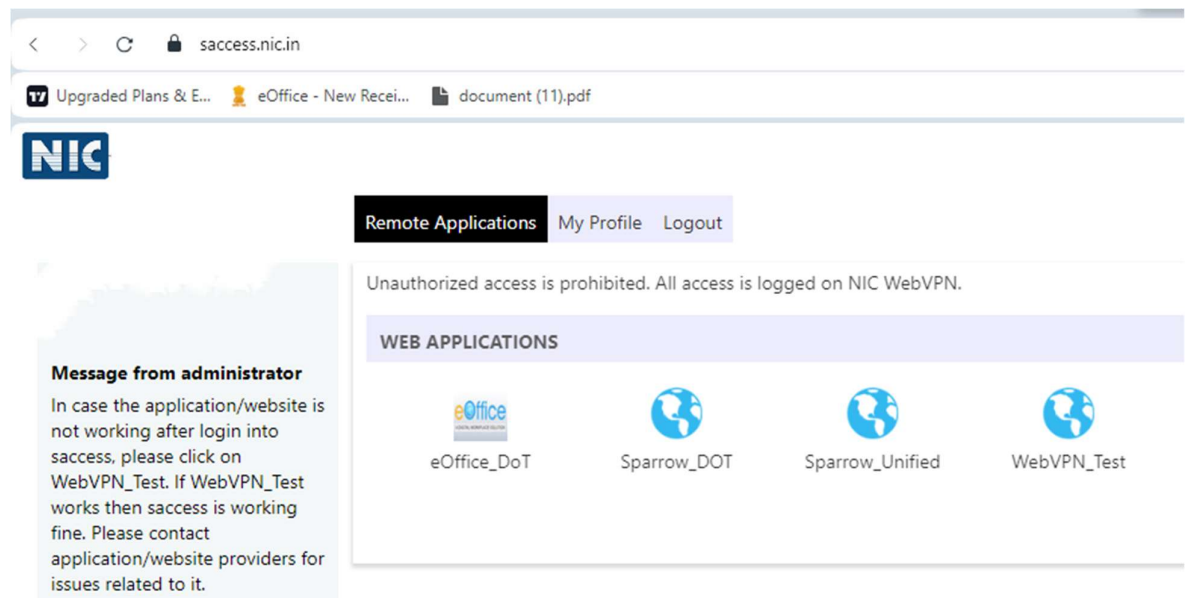
Use credentials being used for opening sparrow portal i.e.

Login id: Name based gov email id.

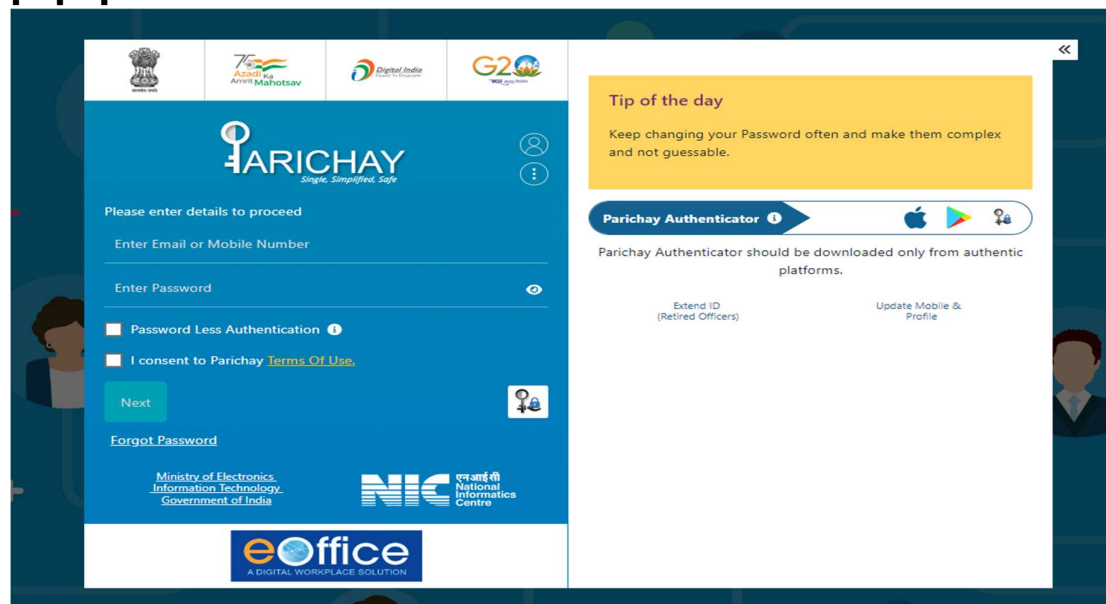
Password: Password being used for SPARROW portal.

If forgot password, use [www.email.gov.in](http://www.email.gov.in) to reset password.

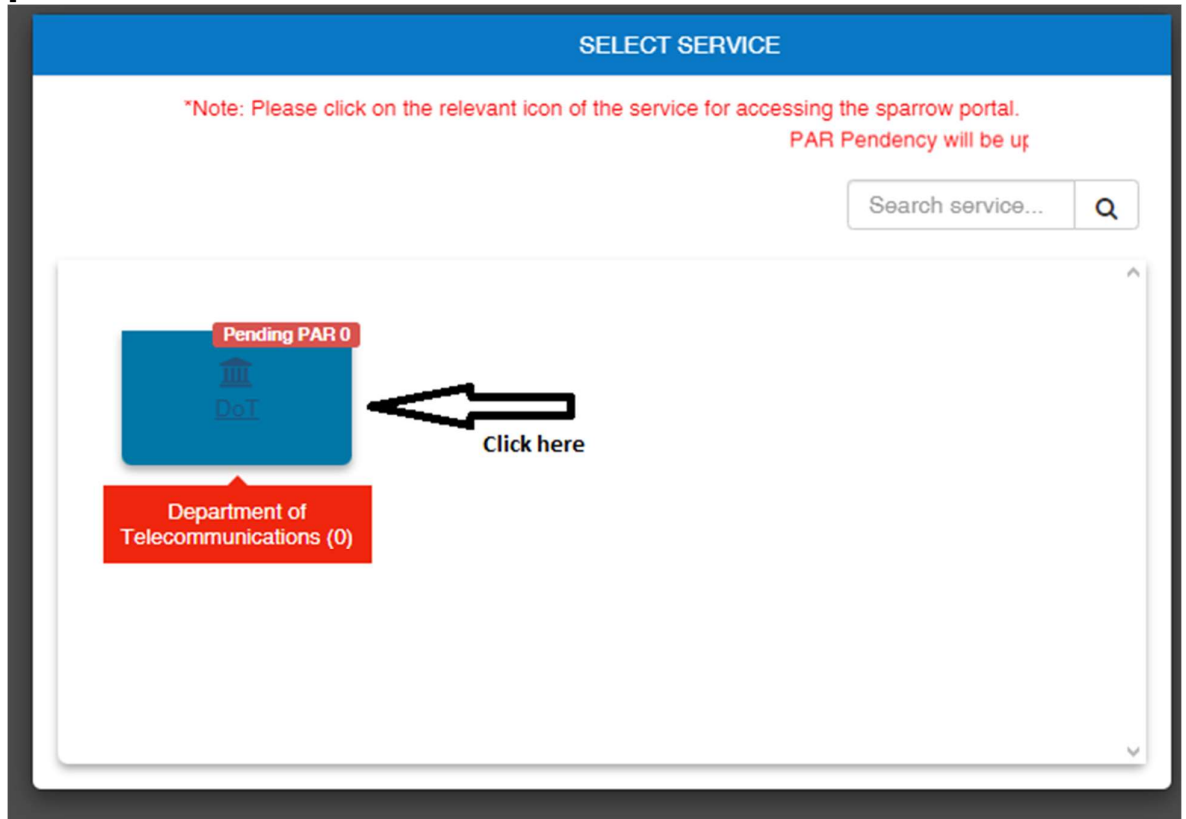
### **2. Using the credentials as mentioned above, you will get the below screen:**



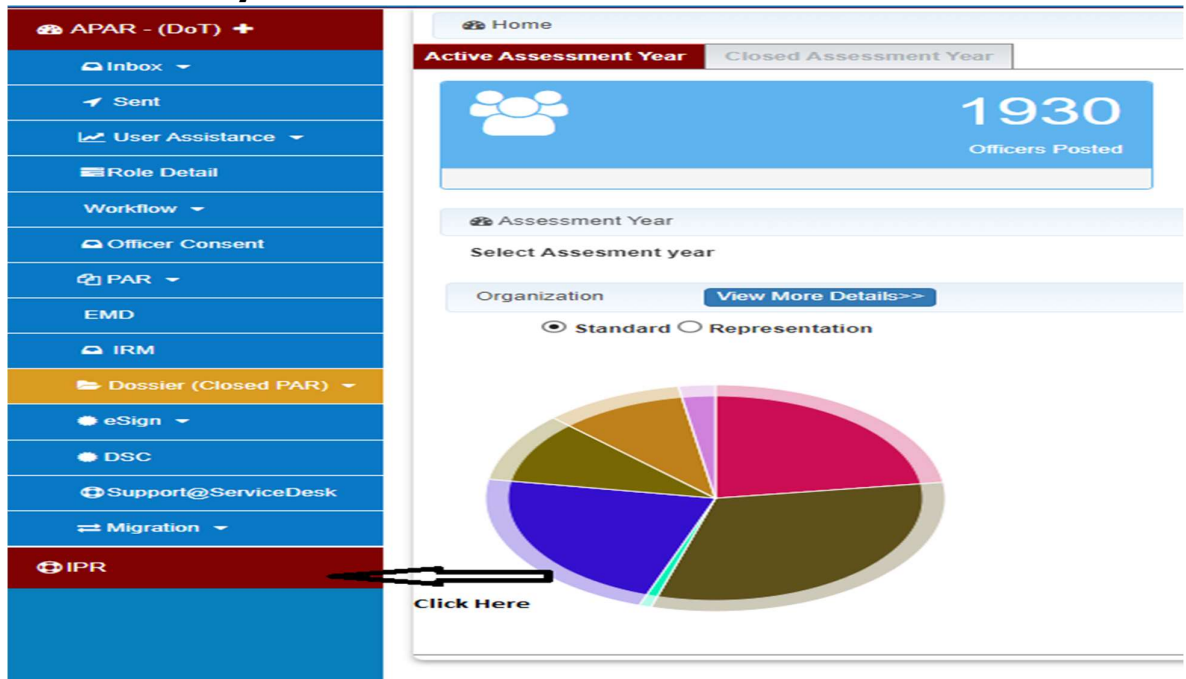
### **3. On clicking the Sparrow\_DoT, the following screen will popup:**



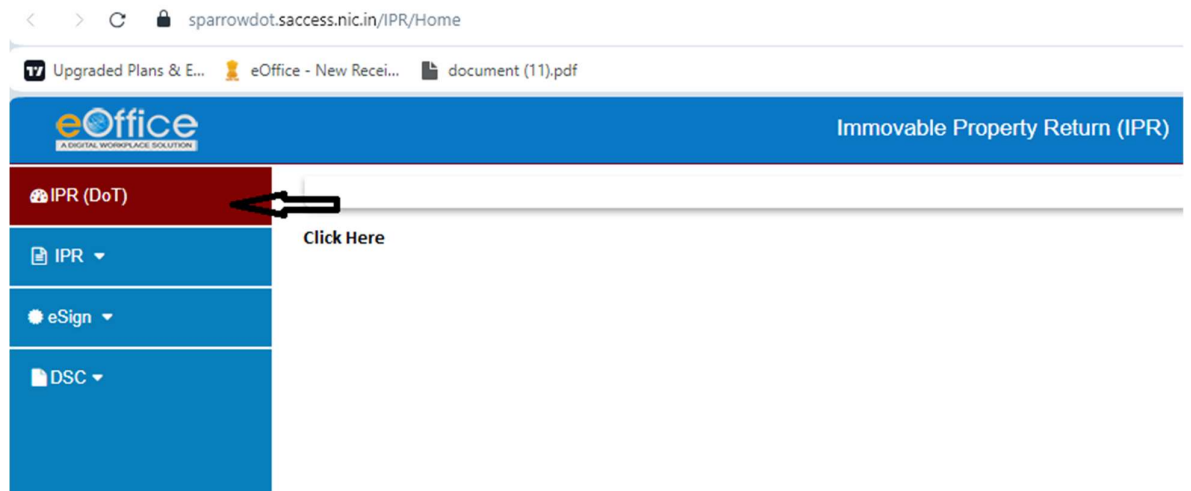
**4. Use the same credentials again to enter into the SPARROW portal.**



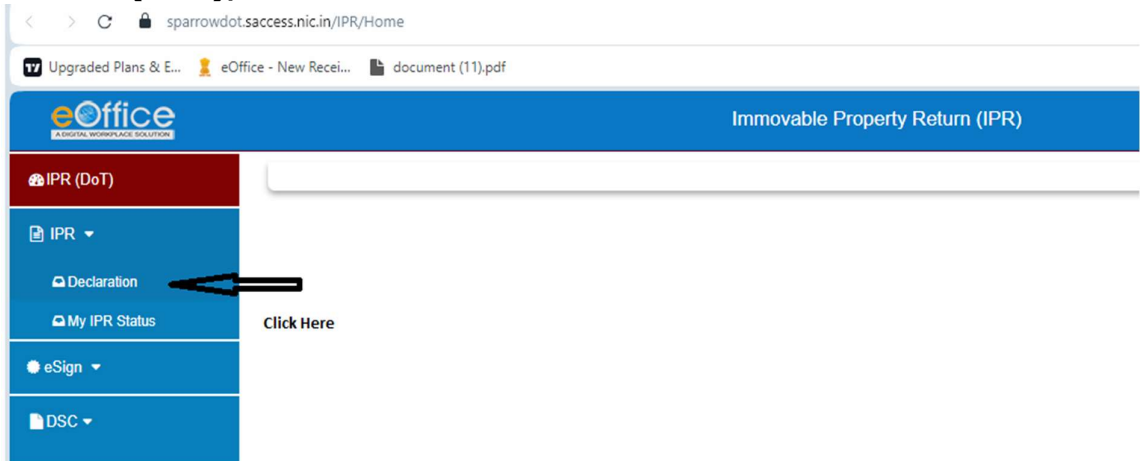
**5. It will direct you to-**



## 6. This will direct you to IPR window.



## 7. In IPR (DoT), click on declaration -



## 8. You will get the desired window for filling the IPR.

