#### No. 27-2/2015-CWG Government of India Ministry of Communications Department of Telecommunications

Room No. 620, 6<sup>th</sup> Floor, Mahanagar Doorsanchar Bhawan, JLN Marg, New Delhi – 110001

Date: 21<sup>st</sup> December, 2017

#### OFFICE MEMORANDUM

# Sub: Implementation of online declaration of Immovable Property Return (IPR) through eoffice-Lite (SPARROW) portal for IP&T BWS (Civil) officers.

As per extant guidelines of DoP&T, Government of India, the undersigned is to inform about implementation of online declaration of Immovable Property Return (IPR) through eoffice-Lite (SPARROW) portal for IP&T BWS (Civil) officers.

2. The eoffice-Lite (SPARROW) portal is already operational for serving IP&T BWS (Civil) officers for filling up of Performance Appraisal Reports (PARs) from the year 2016-17 onwards.

3. In continuation to the same, it is to inform that the functionality of online declaration of Immovable Property Return (IPR) through eoffice-Lite (SPARROW) portal for IP&T BWS (Civil) officers would be operational w.e.f. 01.01.2018. Therefore, all the officers are requested to fill IPRs for the year ending on 31<sup>st</sup> December, 2017 through SPARROW portal only. The User Manual for online declaration of Immovable Property Return (IPR) through eoffice-Lite (SPARROW) portal is hereby enclosed for ready reference.

4. It is emphasized that IPR in any other form will not be accepted for the year ending on 31.12.2017 onwards. Further, all the officers may please note that any delay/failure to file IPR as prescribed by January 31, 2018 (i.e. 31<sup>st</sup> January of the following year) results in denial of Vigilance Clearance. Strict adherence to timelines may therefore be observed.

Encl: IPR User Manual

(Sanjay Kumar) Director(Civil) Ph: 23222045

Τо,

- 1. All IP&T BWS (Civil) officers by Email
- 2. Chief Engineer (Civil), Department of Posts, Dak Bhawan, New Delhi 1.
- **13**. Director(EW) for uploading on DoT website.



# Immovable Property Return

User Manual



Prepared by Re National Informatics Centre



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## Key Aspects of Declaration and Information related to Immovable Property Return (IPR)

- The Officer would be able to view the previous year's returns (would be helpful in filling return in future).
- The Officer can **save** the information filled in the forms.
- The return cannot be amended once the Officer clicks on "Submit Application" button.

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## Login to IPR



• Login to the SPARROW using the existing user-ID and password as shown in Fig.1



• As a result, the following page would appear as shown in Fig.2



Fig.2

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## Filling up the declaration and information form relating to IPR

### **Fill New Declaration**

• Click Declaration For IPR ( • Declaration For IPR ) link to proceed further (Fig.2). Select the Select Statement As On Date for filling the return as shown in Fig.3

Home	Immovable Property Return Select Year
lines	ble Property Refurn Date Selection
Select	atement As On Date : Fil) Immovable Property Return Declaration
	Declaration MIL Declaration
	Fig 2

- Fig.3
- Click Fill New Declaration (
  Fill New Declaration
  button as shown in Fig.4

Home ► Immovable Property Return Select Year
Immovable Property Return Date Selection
Select Statement As On Date : 01-01-2017 v Fill Immovable Property Return Declaration
Fill New Declaration NIL Declaration

Fig.4

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#### Fresh Return- Fill Electronic Form

• For online filling select Fill Electronic Form ( Fill Electronic Form), shown in Fig.5

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Home + Immovable Property Return	Select Year		
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Select Statement As On Date :	01-01-2017 🔹 🔻	Fill Immovable Property Retur	n Declaration
HILDEC	aranon		
I me Hin Electronic Form		and the second	
Select Statement As On Date :	olection 01-01-2017 ▼	Fill Immovable Property Rétur	n Declaration

Fig.5

Fill the information as shown in **Fig.6** 

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• After clicking **Submit Application (** Submit Application ) (Fig.6), a message would appear with **OK** for confirmation as shown in Fig.7

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nt value of the	
OK Cancel	1.

Fig.7

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• A unique application number would get generated to confirm that return has been filled successfully as shown in **Fig.8** 



Fig.8

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#### **NIL** Declaration

In case the Officer desire, he/she can click **NIL Declaration** (**NIL Declaration**) button as shown in **Fig.9**. As a result of this, all the columns of the form would get pre-filled with '**NIL**' value. However, wherever required, Officer can fill the information in the desired columns.

Home + Immovable Property Retu	rn Select Year			
Immovable Property Return Date	Selection			
Select Statement As On Date:	31-12-2016 🔹	Fill Immovable Property Return Declaration		
Fill New Declaration Nill Declaration				

Fig.9

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## eOffice Project Division National Informatics Centre

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