

No.-25-24/2020-SPG
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated: 18.12.2020
21

To,

All Heads of Circles
The Director RAKNPA Ghaziabad/All PTCs
CGMs, PLI Dte/BD Dte/Parcel Dte./Sr. DDG (Vig.) Postal Dte/Addl DG APS

Subject: - Submission of Annual Immovable Property Return (AIPR) by Group 'A' officers of Department of Posts for the year ending 2020 (as on 01.01.2021) Placing in Public domain regarding.

Sir/Madam,

I am directed to invite your kind attention to Rule 18(1) (ii) of CCS (Conduct) Rules, 1964 which reads as under: -

"Every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an Annual Report 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 on lease or mortgage either in his / her own name or in the name of any member of his family or in the name of any other persons".

2. Vide DoP&T's circular No. 11/7/2011-EO(PR) dated 4th April 2011, it has been provided that officers who do not submit the property return in time would be denied Vigilance Clearance and will not be considered for promotion and empanelment for senior level posts in Government of India. Government of India have also decided the Annual Property Return as on January 1, every year in respect of Members of All India Service and other Group 'A' Central Service Officers will be placed in the public domain.

3. Following commonly committed/omitted discrepancies/deficiencies are required to be avoided while filling up AIPR for the year 2020.

- (i) Incomplete details in column 6 of the form.
- (ii) Present/estimated value of the property is not indicated.
- (iii) Signature of the officer is missing in some cases.

(iv) Area of Plot or Flat is not mentioned in many cases.

(v) Some columns are left blank/incomplete.

(vi) In certain cases, instead of giving details, it is mentioned same as previous year.

4. In view of the above, all IPoS Group 'A' and Group 'B' officers are requested to fill the complete details in the AIPR form and strictly comply with the guidelines of CVC Vigilance Manual, 2017 while submitting the Annual Immovable Property Returns (AIPRs) for the year ending 2020. All the officers are requested to submit the AIPRs latest by 31st January, 2021. As regards, AIPRs of officers other than IPoS, Group 'A', the Heads of Circle will maintain and scrutinize the AIPRs and furnish an Annual certificate by 01.03.2021 that AIPRs of all these officers have been received, scrutinized and maintained in Circle Office.

5. All the IPoS Group 'A' officers will file AIPR for the year ending 2020 through IPR module in SPARROW Portal only. The SOP and user manual of IPR Module is enclosed.

Yours faithfully,

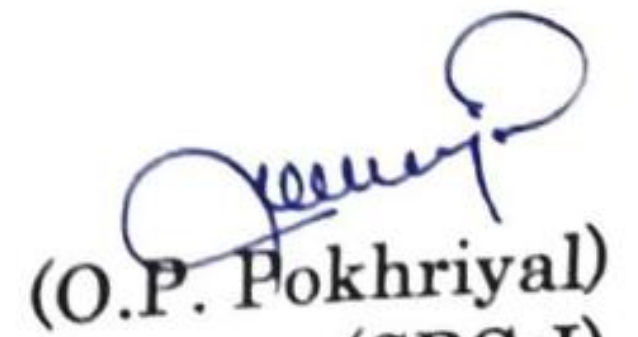


(Vinayak Mishra)

Assistant Director General (SPG)

Copy for kind information and necessary action to: -

1. All IPoS Group 'A' officers working in the Postal Directorate.
2. All IPoS Group 'A' officers on deputation.
3. All PS Group 'B' officers working in the Postal Directorate. (To submit the AIPR directly to SPG section as per proforma enclosed)
4. The Section Officer, Vigilance Branch, DOP, Dak Bhawan New Delhi
5. The General Manager, CEPT Mysore for uploading on India Posts website.



(O.P. Pokhriyal)
Assistant Director (SPG-I)

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR ----- AS ON -----

1. Name of Officer (in full) and service which the officer belongs to: _____

2. Present Post Held _____

3. Batch: _____

4. Present Pay: _____

Name of District, Sub-Division, Taluk & Village or City in which property is situated (full location & postal address)	Name & Details of Property Housing, Lands and Other Buildings	Cost of construction / Acquirement (and year when purchased) including of land in case of house	Present Value *	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease**, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from property	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature _____
 Designation _____
 Date _____

Note

- 1) * In case where is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- 2) ** Includes short term leases also.
- 3) The declaration form is required to be filled in and submitted by every member of Class/ and Class II services under Rule-15(3) of the Central Civil Services (Conduct) Rules, 1954 on the first appointment to the Service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government servant.
- 4) The wording 'No change or as in previous year' may be avoided and all details filed up.

Standard Operating Procedure & User Manual

Annual Immovable Property Returns (AIPRs)
in SPARROW




Personnel Division
Department of Posts
Ministry of Communication
Government of India, 110001

SOP for filing AIPR through IPR Module of SPARROW Portal

1. Go to sparrow-ipos.eoffice.gov.in and login using your existing SPARROW credentials.
2. On the homepage there is an IPR tab on the left-hand side of the page.
3. Click on IPR.
4. Under the IPR tab following two option will be available.
 - Declaration
 - My IPR Status
5. Click on Declaration tab to submit IPR Online.
6. Choose Assessment Period from the dropdown box and click on “Fill New Declaration”.
7. Click ‘Fill Electronic Form” radio button for submission of AIPR directly in electronic form or Click “Upload Physically Signed Form” radio button for uploading of AIPR.
8. Under the Employee Basic Details viz. Name, Circle, Batch, Service to which officer belongs, Organization details will be automatically fetched by the system from SPARROW Database. The officer needs to select DR (Direct Recruitment)/SLY (Select Year List) option given next to Batch.
9. Officer need to fill details of property acquired under the Property Details tab.
10. Click on Plus (+) sign for adding details of more than one property.
11. Upload reference documents, If any.
12. Click on ‘Sign & Submit’ for submission of AIPR.
13. As a result you will be redirected to eSign Website. Be ready with your Aadhar Number.
14. Fill your Aadhar Number and Get OTP. Fill OTP received on your registered mobile number and click on ‘Submit’.
15. Your AIPR has been submitted successfully.

Check status of AIPR after submission

1. Click on ‘My IPR Status’ under the IPR tab on the left-hand side of the home page.
2. Choose assessment year and click ‘Show’.
3. Click on  button to download the AIPR in PDF form.

Note:

- Shri. Chanderpal Singh, IP SPG-I (9034169633) may be contacted for any difficulty while using IPR module of SPARROW.
- During eSign sometimes error may occur while using Chrome Browser. Mozilla Firefox may be used for best results.

Login to IPR

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



Fig. 1

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

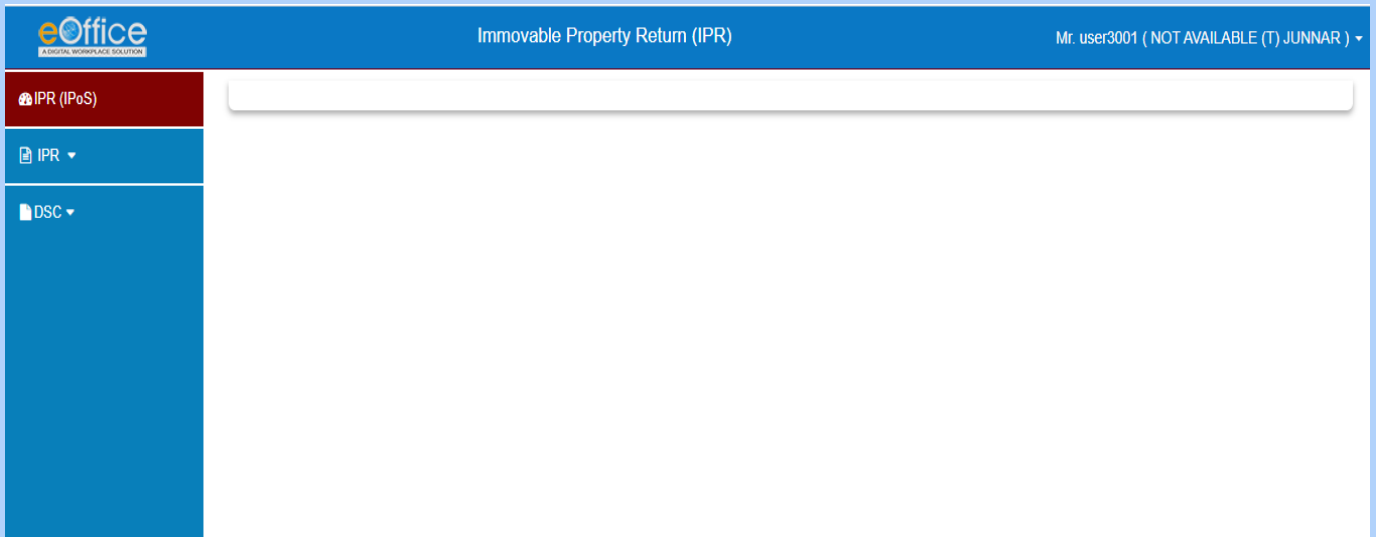
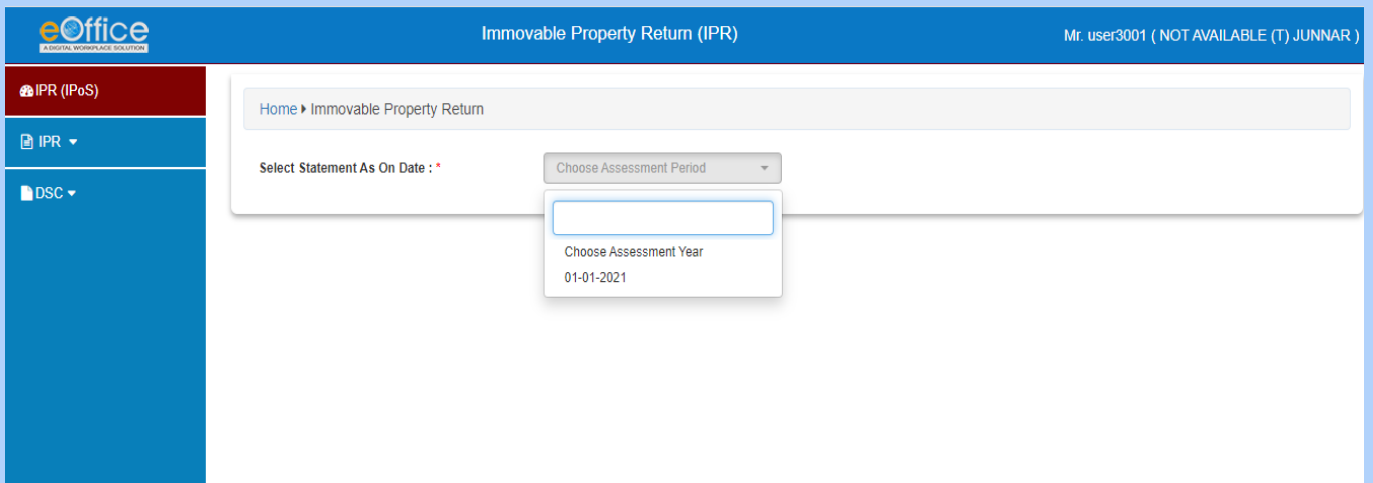


Fig. 2

Filling up the declaration and information form relating to IPR

Fill New Declaration

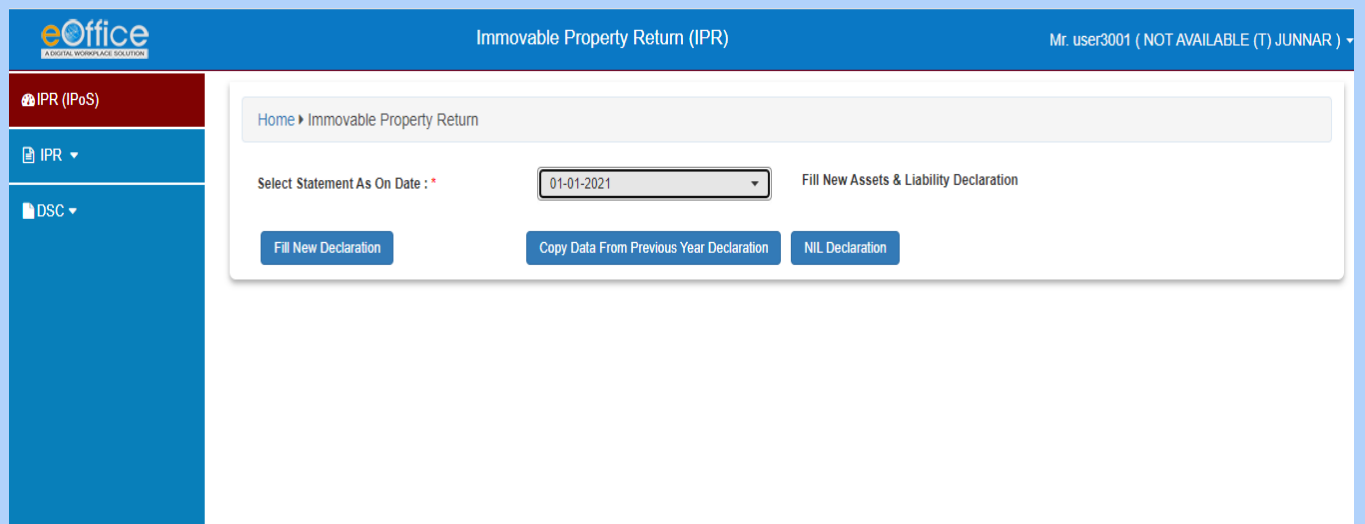
- Click Declaration under the IPR tab to proceed further (Fig.2). Select the Select Statement As on Date for filling the return as shown in Fig.3



The screenshot shows the eOffice digital workplace solution interface for the Immovable Property Return (IPR). The user is logged in as Mr. user3001 (NOT AVAILABLE (T) JUNNAR). The main content area displays a breadcrumb trail: Home > Immovable Property Return. Below this, there is a form with a label 'Select Statement As On Date : *' and a dropdown menu labeled 'Choose Assessment Period'. The dropdown menu is open, showing the option 'Choose Assessment Year' with the value '01-01-2021' selected. A sidebar on the left contains navigation options: IPR (IPoS), IPR, and DSC.

Fig. 3

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



The screenshot shows the eOffice digital workplace solution interface for the Immovable Property Return (IPR). The user is logged in as Mr. user3001 (NOT AVAILABLE (T) JUNNAR). The main content area displays a breadcrumb trail: Home > Immovable Property Return. Below this, there is a form with a label 'Select Statement As On Date : *' and a dropdown menu showing the value '01-01-2021'. To the right of the dropdown, there is a text label 'Fill New Assets & Liability Declaration'. Below the dropdown, there are three buttons: 'Fill New Declaration', 'Copy Data From Previous Year Declaration', and 'NIL Declaration'. A sidebar on the left contains navigation options: IPR (IPoS), IPR, and DSC.

Fig. 4

Fresh Return – Fill Electronic Form

- For online filling of IPR select Fill Electronic Form as shown in Fig. 5

The screenshot displays the 'Immovable Property Return (IPR)' interface. The header shows the 'eOffice' logo and the user 'Mr. user3001 (NOT AVAILABLE (T) JUNNAR)'. The left sidebar contains navigation links for 'IPR (IPoS)', 'IPR', and 'DSC'. The main content area features a breadcrumb trail 'Home > Immovable Property Return'. A date selector is set to '01-01-2021' under the heading 'Select Statement As On Date : *'. To the right, it says 'Fill New Assets & Liability Declaration'. Three buttons are visible: 'Fill New Declaration', 'Copy Data From Previous Year Declaration', and 'NIL Declaration'. At the bottom, there are radio buttons for 'Fill Electronic Form' (which is selected) and 'Upload Physically Signed Form'.

Fig. 5

- All the fields in Employee Basic Details except DR (Direct Recruitment) and SLY (Select Year List) and Present Pay will be automatically filled from server.
- Fill Mode of Recruitment and Present Pay as shown in Fig. 6

The screenshot displays the 'IPR Declaration' interface. The header shows the 'eOffice' logo and the user 'Mr. user3001 (NOT AVAILABLE (T) JUNNAR)'. The left sidebar contains navigation links for 'IPR (IPoS)', 'IPR', and 'DSC'. The main content area features a breadcrumb trail 'Home > IPR Declaration'. Below this is a section titled 'IPR Declaration' with a sub-heading 'Statement of immovable property return for the year 2020 as on 01st January, 2021'. The form contains an 'Employee Basic Detail' section with the following fields: 'Name Of Officer (in Full): Mr. user3001', 'Circle : MAHARASHTRA', 'Batch: 2003', 'Service to which Officer belongs : IPoS', 'Organization: Department of Posts', and 'Present Pay :'. There are also radio buttons for 'DR' and 'SLY'.

Fig. 6

- Fill the information of Property as shown in Fig. 7

Home > IPR Declaration

IPR Declaration

Property Detail- 1

1. Precise location(Name of District, Division,Taluk and Village in which the property is situated and also its distinctive number, etc.)

State District Sub Division Taluka

Village/City Complete Address Pin Code

2. Name & Details of Property (Description of Land/House/Flat/Shop/Industrial etc.)

Fig. 7

- After filling all the details click on 'Sign & Submit' as shown in Fig. 8.

Date: Signature

NOTE

1) * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.

2) ** Includes short term leases also.

3) The declaration form is required to be filled in and submitted by every member of Class I and Class II services under relevant provisions of Conduct Rules and the first appointment to the Service and thereafter, at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person dependent on Government Servant.

4)The wording 'No Change or No Addition or As in previous year' may be avoided and all details filled up.

5)All Officers are requested to fill the form in duplicate.

Upload Reference document No file selected.
(Allowed File Format/Max Size - PDF/4 MB)
(File Name should not contain special characters)

Fig. 8

- Click on eHastakshar (eSign) as shown in Fig. 9 and be ready with your Aadhar Number.



Fig. 9

- As a result, below screen will appear. Fill your Aadhar Number and Click on 'Get OTP'



Fig. 10

- Click on 'Submit' as shown in Fig. 11

Ministry of Electronics and Information Technology
Government of India

Digital India
Power To Empower

CDAC
Centre for Development of Advanced Computing

You are currently using C-DAC eSign Service and have been redirected from

Hastakshar
हस्ताक्षर
C-DAC's eSign Service

Aadhaar Based e-Authentication

278116876 [Get Virtual ID](#)

.....

I have read and provide my [consent](#) [View Document Information](#)

[Not Received OTP? Resend OTP](#)

Fig. 11

- A unique application number would get generated to confirm that return has been filled successfully as shown in Fig. 12

eOffice
A DIGITAL WORKPLACE SOLUTION

Immovable Property Return (IPR)

Mr. user3001 (NOT AVAILABLE (T) JUNNAR)

IPR (IPoS)

IPR

DSC

MESSAGE

Application No. 2021-63632-48999231133786733 submitted successfully

Fig. 12

- Click on My IPR Status to check the submission of your AIPR as shown in Fig. 13

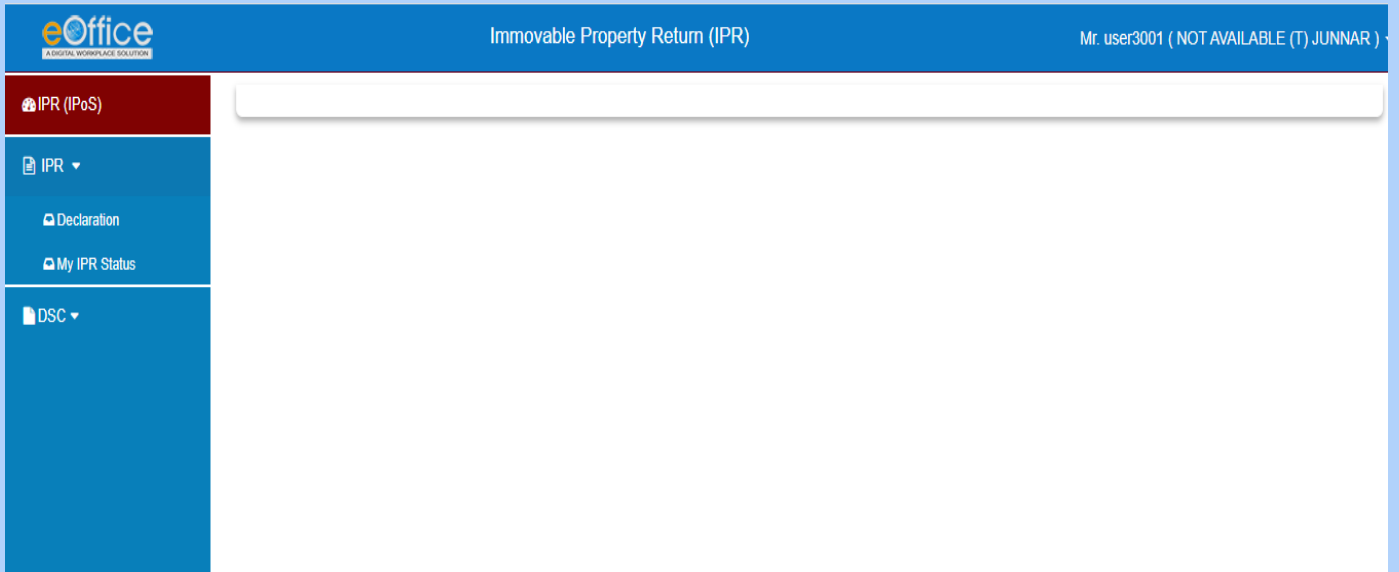


Fig. 13

- Click on Show after selecting Statement as on Date as shown in Fig. 14

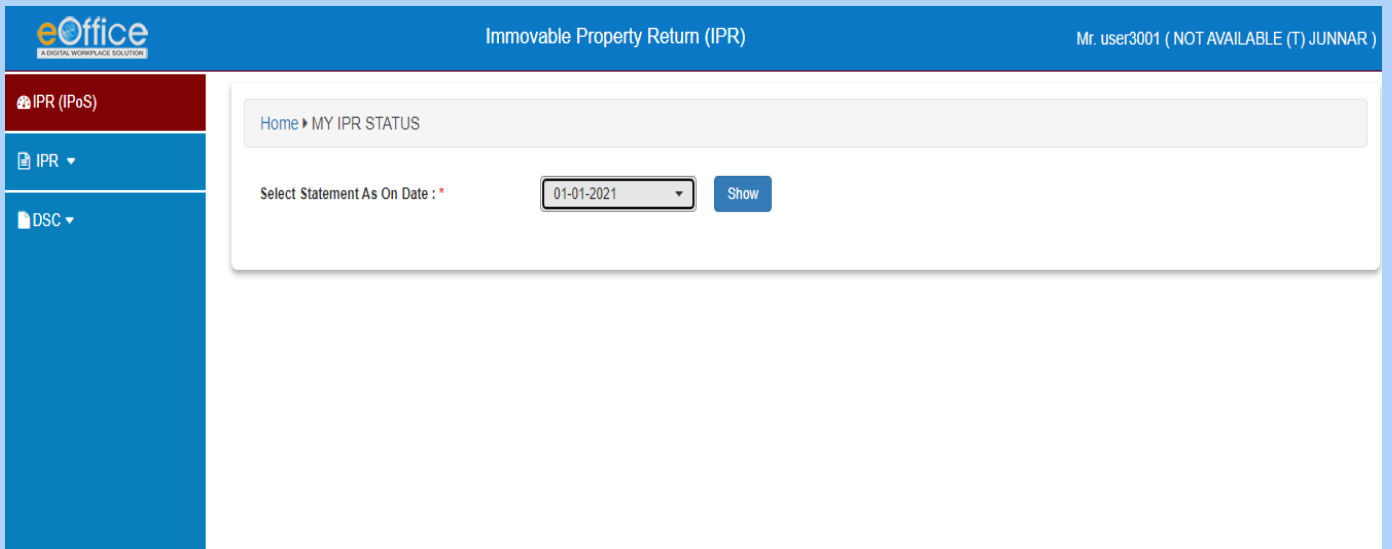


Fig. 14

- A Unique IPR Number has been generated. Click on arrow button (↓) to download the AIPR as shown in Fig. 15

Home > MY IPR STATUS

Select Statement As On Date : * 01-01-2021 Show

IPR Unique Number	Submission Date	Status	IPR Document	Reference Document
2021-63632-48999231133786733	2020-12-16	ELECTRONIC		

Fig. 15