

Government of India  
Ministry of Communication  
Department of Telecommunications  
521, Sanchar Bhawan, New Delhi – 110001

Dated: 28 December, 2017

Subject: Annual Immovable Property Return (AIPR) for the Year- 2017 to be filed by the officers of IP&TAFS Gr 'A' through eOffice-Lite (SPARROW) portal- reg.

Kindly refer to this office letter of even number dated 13-12-2017 vide which all the officers of IP&TAFS Gr.'A' working in DoT & DoP (including deputationists) and all the Gr.'B' officers working in DoT HQ were asked to submit AIPR for the year-2017 (as on 01-01-2018).

In the meantime, a letter No. 8-36/2015-IT-V dated 06-12-2017 (copy enclosed) has been received from Director (IT), DoT HQ wherein instructions have been issued for filing Immovable Property Return (IPR) for 2017 through eOffice-Lite (Sparrow) portal by those IP&TAFS Gr. 'A' officers who have been provided login-id for SPARROW portal. The IPR user manual has also been attached with this letter for the guidance of the officers concerned.

Therefore, all the IP&TAFS Gr 'A' officers working in DoT (HQ)/CGCA/ NICF/ Pr.CCA/CCA /TEC and on deputation to other Ministry/ Department/ Organizations are requested to submit the IPR for the year-2017 (as on 01-01-2018) through eOffice-Lite (Sparrow) portal by 31/01/2018. 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.

Signature valid

Digitally signed by Neha Singh  
Date: 2017.12.28 10:47:48 IST

Under Secretary (SEA-II)  
Phone: 011-23036213

Copy to: -

1. PS to Member (Finance), DoT ( H.Q.), New Delhi
2. PSO to Advisor (Finance), DoT (H.Q.), New Delhi
3. CGCA/ Addl. CGCA, DoT at NICF campus, Ghitorni, New Delhi
4. All Sr.DDsG/ DDsG of Accounts & Finance Wing in DoT (HQ), New Delhi
5. Sr.DDG (PAF), DoP, Dak Bhawan, New Delhi with a request to co-ordinate in respect of officers posted in Deptt. of Posts and circulate this circular among them.
6. DG, NICF, MG Road, Ghitorni, New Delhi
7. All heads of Pr.CsCA/ CsCA for necessary action.

8. All Directors of Finance Wing in DoT (HQ) /IFA (TEC), New Delhi
9. All Gr.'A' officers of IP&TAFS who are on deputation.
10. All ADG/ACAO in DoT HQ and TEC, New Delhi
11. Copy for uploading the circular on DoT website.

Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road  
New Delhi - 110 001

New Delhi, Dated the 06/12/2017

**Subject: Implementation of online declaration of Immovable Property Return(IPR) through eOffice-Lite (SPARROW) portal for DoT officers**

The eOffice-Lite (SPARROW) portal is already operational for serving DoT Officers (ITS, IP&T AFS, IP&T BWS and IRRS Cadres) for filling up of Performance Appraisal Reports(PARs) from the year 2016-17 onwards.

2. In order to access SPARROW portal (<https://sparrow-dot.eoffice.gov.in>), each Group 'A' officer of DoT has been provided with an individual user account in his name. The login id for the portal is the "Name based official email id" of the officer provided to him in accordance with the email policy of Government of India ([https://mail.gov.in/iwc\\_static/c11n/allDomain/layout/policy.html](https://mail.gov.in/iwc_static/c11n/allDomain/layout/policy.html)). Also, eSign facility has been provided to all the users of the SPARROW portal through AADHAR based authentication.

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 DoT Officers would be operational w.e.f. 01.01.2018.

4. Accordingly, Cadre controlling authorities of the four Group A cadres in DoT (ITS, IP&T AFS, IP&T BWS and IRRS Cadres) are requested to kindly issue instructions in this regard, for information and necessary action to all concerned.

5. The User Manual for online declaration of Immovable Property Return(IPR) through eOffice-Lite (SPARROW) portal for DoT Officers is enclosed herewith for kind ready reference.

6. The weblinks, for display of IPRs on DoT website, would be activated sometime after 01.01.2018.

Enclosure: IPR User Manual

**Signature valid**

Digitally signed by VINAI  
KUMAR KANAUJIA  
Date: 2017.02.06  
10:39:52 IST  
(Vinai Kumar Kanaujia)  
Director(IT)  
Telephone-23036509

**To,**

1. DDG (Estt.), for ITS and P&T BWS Cadre
2. DDG(E&F), for IP&T AFS Cadre
3. JS(A), for IRRS Cadre

**Copy for kind information to:**

1. OSD to Secretary(T)
2. PPS to Member (S), Member (T) & Member (F)
3. PPS to Additional Secretary (T)
4. PPS to Advisor(O), Advisor(T), Advisor(F)
5. Sr. Tech Director, NIC-DoT

eoffice

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IPR

Immovable Property Return  
User Manual



Prepared by  
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.

## Login to IPR

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

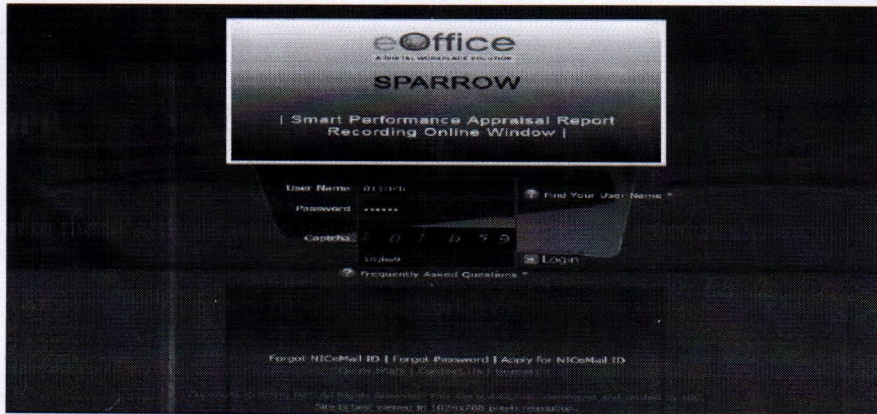


Fig.1

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

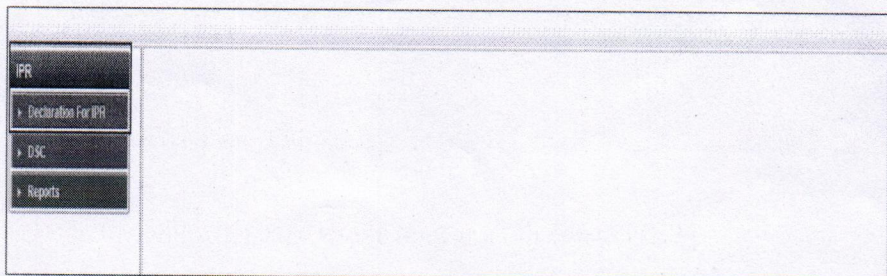


Fig.2



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

### Fill New Declaration

- Click **Declaration 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

Immovable Property Return Date Selection

Select Statement As On Date : 01-01-2017 Fill Immovable Property Return Declaration

Fill New Declaration NIL Declaration

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 Fill Immovable Property Return Declaration

Fill New Declaration NIL Declaration

Fig.4

### Fresh Return- Fill Electronic Form

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

Fig.5

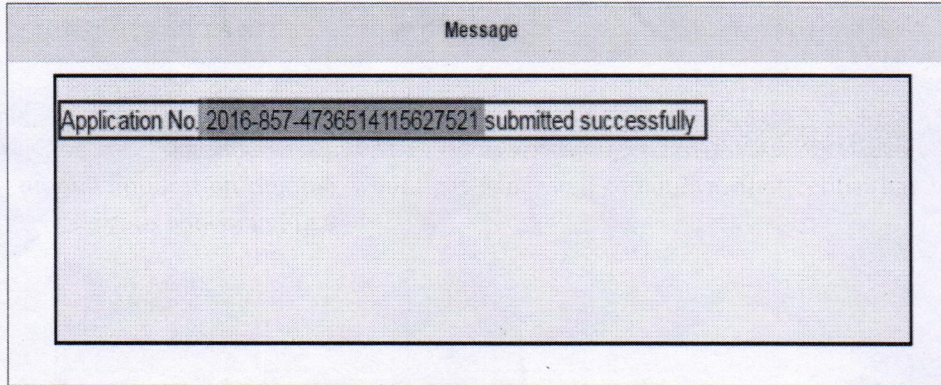
- Fill the information as shown in Fig.6

Fig.6

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

Fig.7

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



**Fig.8**

## 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.

The screenshot displays a web interface for filing an immovable property return. At the top, there is a breadcrumb trail: "Home > Immovable Property Return Select Year". Below this is a section titled "Immovable Property Return Date Selection". Underneath, there is a label "Select Statement As On Date :" followed by a dropdown menu showing "31-12-2016" and a small downward arrow. To the right of the dropdown is the text "Fill Immovable Property Return Declaration". At the bottom of the interface, there are two buttons: "Fill New Declaration" and "NIL Declaration". The "NIL Declaration" button is highlighted with a dark border.

Fig.9

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