

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: 05.12.2022

OFFICE MEMORANDUM

Sub:Submission of Annual Immovable Property Return (AIPR) for the Year-2022 (as on 31.12.2022) by the officers of IP&TAFS Group 'A' through Sparrow application-reg.

In accordance with the provisions of Rule-18 (1) (ii) of CCS (Conduct) Rule-1964, 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. The AIPR is to be submitted as on first January every year in respect of the preceding year. Care must be taken to indicate the sanction particulars invariably in respect of all properties declared in the return.

2. Attention is also drawn to DoP&T OM No. 11012/11 /2007-Estt.A dated 27/9/2011 which stipulates that **the officer who do not submit the property return by the prescribed time/date, would be denied vigilance clearance and will not be considered for promotion and empanelment for senior level posts in Government of India.**

3. Accordingly, all officers of IP&TAFS Group 'A' 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/ Organizations are required to submit the above return for the Year-2022 (as on 31.12.2022) latest by 31.01.2023 in the **prescribed proforma enclosed.**

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.

4. Further, as per DoT letter No. 8-36/2015-IT-V dated 06.12.2017, 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 are requested to file their Annual Immovable Property Return (AIPR) for the Year-2022 latest by 31.01.2023 through e-Office Lite (SPARROW) portal only.

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 31.12.2022. The link for SPARROW portal is **sparrow-dot.eoffice.gov.in**

(https://parichay.nic.in/Accounts/NIC/index.html?service=SPARROWDOT) well before 31.12.2022. IPR- User Manual is available in SPARROW portal under 'Help' menu. However, a step by step process for filling of AIPR

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through SPARROW Portal is also enclosed as Annexure-I for ready reference. The link for filing of IPR will be activated w.e.f. 01.01.2023 upto 31.01.2023 only.

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

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. 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

7 . 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.

8. This issues with the approval of the Competent Authority.

Signed by V S Arvind

Date: 05-12-2022 15:26:28

Reason: Approved

Director (SEA)
Ph. No. 011-2303-6059

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 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 Deptt. 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.
14. Office Copy

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.

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR- 2022 (As On 31.12.2022)

1. Name of Officer (in full):

3. Present Post held:

2. Service to which the officer belongs & 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:

Date:

Tel.

Inapplicable clause to be struck out.

- In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
- Includes short term leases also.
- The wording '**No change or No addition or as in previous year**' may be avoided and all details filled up.

Note: 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.