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Government of India
Ministry of Communications
Department of Telecommunications
618 A, Mahanagar Doorsanchar Bhawan,
J L Nehru Marg, N Delhi-110002

Dated : 29th Dec, 2017

OFFICE MEMORANDUM

Subject: Implementation of online declaration of Immovable Property Return (IPR) through eOffice-Lite (SPARROW) portal for DoT officers - P&T BWS Gr 'A' (Elect. & Arch.)

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 all officers of P&T BWS Group 'A' (Electrical & Architecture).

2. The eOffice-Lite (SPARROW) portal is already operational for serving DoT Officers for filling up of Performance Appraisal Reports (PARs) from the year 2016-17 onwards. The list of URLs (web links) containing various details for smooth implementation of SPARROW system for Group 'A' officers is as follows :

Sl.	URL	Details
1.	https://sparrow-dot.eoffice.gov.in	SPARROW Portal of DoT for recording online APARs
2.	http://dot.gov.in/circular-and-notifications/2323	Manuals and instructions issued by IT Division, DoT HQ in respect of implementation of SPARROW
3.	http://dot.gov.in/circular-and-notifications/2319	Instructions issued to officers and Nodal Officers in respect of implementation of SPARROW for P&T BWS.

3. 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). Also, eSign facility has been provided to all the users of the SPARROW portal through AADHAR based authentication.

4. 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. Therefore, all the officers are requested to fill IPRs for the year ending on 31st Dec 2017 through SPARROW portal only. The User Manual for online declaration of Immovable Property Return (IPR) through eOffice-Lite (SPARROW) portal for DoT Officers is enclosed herewith for ready reference.

5. 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 by January 31, 2018 (i.e. 31st January of the following year as per the extant instructions) results in denial of vigilance clearance. Strict adherence to timelines may, therefore, be observed.

Enclosure: IPR User Manual.

(Devinder Singh Parmar)
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To,

All officers of P&T BWS Group 'A' (Electrical and Architecture) by email

Copy for kind information to :

1. Director General Telecom
2. All LSA heads/Sr. DDG (TEC)/Sr. DDG (NTIPRIT)
3. CVO/DDG (Estt.)/DDG(Elect.)
4. Chief Engineer (Civil), Department of Posts, N. Delhi
5. Director (Arch.)
6. Director (EW) for uploading on DOT Website

eoffice

A DIGITAL WORK PLACE SOLUTION

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

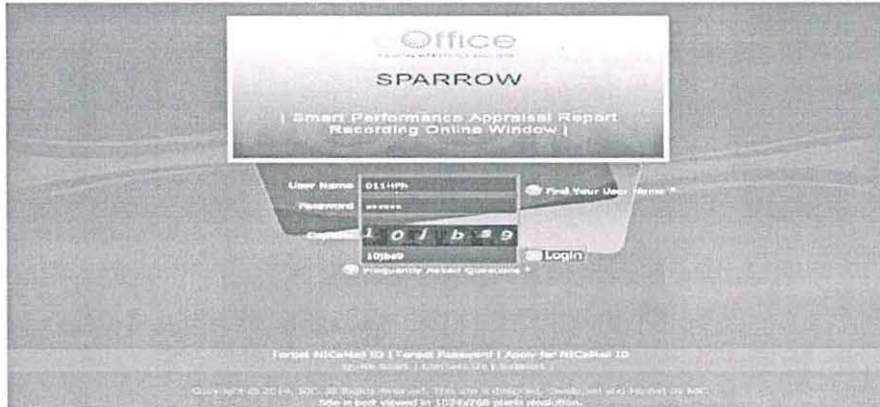


Fig.1

- 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



Fig.3

- Click Fill New Declaration ([Fill New Declaration](#)) button as shown in Fig.4



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** (**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

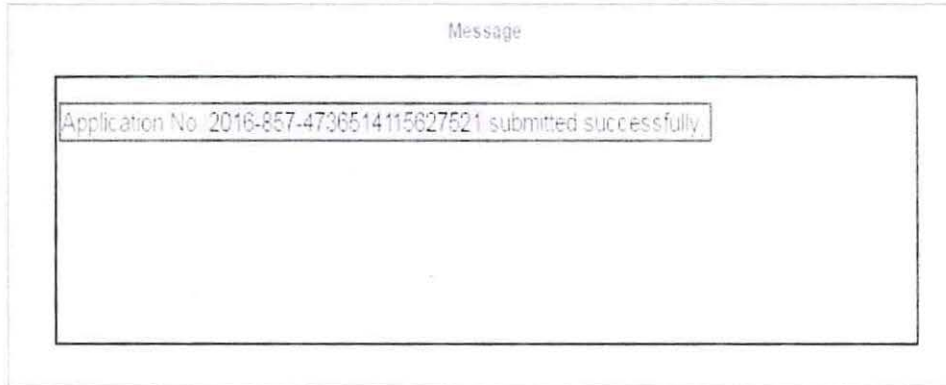


Fig.8

NIL Declaration

In case the Officer desire, he/she can click **NIL Declaration** 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, the text "Immovable Property Return Date Selection" is visible. A date selection field is set to "31-12-2016". To the right of the date, there is a link that says "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 red rectangular border, indicating it is the focus of the instruction.

Fig.9

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