

71-12/2022-23/IPR  
Government of India  
Ministry of Communications  
Department of Telecommunications

**Reminder**

Sanchar Bhawan, New Delhi  
Dated 11.1.2023

**Office Memorandum**

**Subject: Filling of Immovable Property Return (IPR) by Officers of ITS Group 'A' and TES Group 'B' for the year ending 2022.**

Please refer to even number dated 2.12.2022 regarding Filling of Immovable Property Return (IPR) by Officers of ITS Group 'A' and TES Group 'B' for the year ending 2022 on SPARROW portal for the year ending 31.12.2022.

2. Functionality of online declaration of Immovable Property Return (IPR) through e-office lite i.e. SPARROW Portal for the year ending 31.12.2022 has already been operational w.e.f. 01.01.2023 to 31.01.2023. As on date, 761 ITS Group A and 49 TES Group B Officers have not filled their IPRs.

3. It may please be noted that the officer will be Liable for departmental action for violation of Rule 18(2) of CCS (Conduct) Rules, 1964 for non-submission of his/her IPR.

All ITS Group 'A' and TES Group 'B' officers are, therefore, requested to adhere to the timeline and ensure filing of their IPR returns through SPARROW portal (<https://sparrow-dot.eoffice.gov.in/IPR>), only.

*Hitesh*  
*11/1/2023*  
Hitesh  
ADG (APAR)

To: All ITS Group 'A' and TES Group 'B' officers

Copy to:

1. Member (S)/ Member (T)/Director General (T);
2. All LSA heads/Sr. DDG TEC/ DG, NTIPRIT;
3. CVO, DOT HQ;
4. CMD BSNL/MTNL/BBNL;
5. US (SGT) and all nodal officers of SPARROW to ensure all ITS Group 'A' and TES Group 'B' officers have their SPARROW account.



71-12/2022-23/IPR  
Government of India  
Ministry of Communications  
Department of Telecommunications

**Important**

Sanchar Bhawan, New Delhi  
Dated 2.12.2022

**Office Memorandum**

**Subject: Filling of Immovable Property Return by Officers of ITS Group 'A' and TES Group 'B' for the year ending 2022.**

In accordance with Rule 18 (1) of the CCS (Conduct) Rules, 1964, every Government servant holding a Group 'A' or 'B' post is required to submit an annual return giving full particulars regarding the Immovable property inherited by him or owned or acquired 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.

2. Further, As per para 2 of DOPT OM No. 11013/12/93-Estt. (A) dated 24.01.1994 which states:

*"It has, however, been noticed that these returns are not submitted in time in many cases. Ministries/Departments are, therefore, requested to ensure that these returns are submitted by all Group 'A' and 'B' officers under their control in respect of every calendar year by 31st January of the next year. It may be impressed upon them that failure on the part of a Government servant to comply with the requirement of the aforesaid rule can form good and sufficient reason for instituting disciplinary proceedings against him. Strict action may be taken against employees who fail to submit the returns in time or furnish wrong information".*

3. Functionality of online declaration of Immovable Property Return (IPR) through e-office lite i.e. SPARROW Portal for the year ending 31.12.2022 would be operational w.e.f. 01.01.2023 to 31.01.2023. IPR must be filed by ITS Group 'A' and TES Group 'B' officers only through SPARROW portal irrespective of the post held/place of posting.

4. All ITS Group 'A' and TES Group 'B' officers may kindly ensure:

(a) Timely filing of IPRs on SPARROW Portal as per timelines. No separate physical copy of IPR shall be sent to this office.

(b) To report technical glitch in SPARROW account/email, if any at least 15 days prior to the closing date of filing of IPR at e-mail sparrow-dot@gov.in and gbakhta@nic.in respectively with a copy to the nodal officer of SPARROW of the concerned unit.



(c) To ensure that they have their SPARROW account, for those officers who do not have their SPARROW account are requested to make sure that their accounts are created on the portal. Detailed profoma (Annexure-1) has to be submitted to sparrow-dot@gov.in with a copy to the nodal officer of SPARROW of the concerned unit at least 15 days before opening of filing of window of IPR.

5. All ITS Group 'A' and TES Group 'B' officers are, therefore, requested to adhere to the timeline and ensure filing of their IPR returns through SPARROW portal (<https://sparrow-dot.eoffice.gov.in/IPR>), only.

*Hitesh*  
2/12/2022  
Hitesh  
ADG (APAR)

To: All ITS Group 'A' and TES Group 'B' officers

Copy to:

1. Member (S)/ Member (T)/Director General (T);
2. All LSA heads/Sr. DDG TEC/ DG, NTIPRIT;
3. CVO, DOT HQ;
4. CMD BSNL/MTNL/BBNL;
5. US (SGT) and all nodal officers of SPARROW to ensure all ITS Group 'A' and TES Group 'B' officers have their SPARROW account.

*Vinayak*  
02.12.2022  
(Vinayak Chouksey)  
JTO (APAR)



Annexure - I

SPARROW Account Creation profoma

S.No	Employee Code	Appellation	Official Name	Gender	Father's Name	Date of Birth	Nationality	Religion
Aadhar Number	NIC Email ID e.g. abc@nic.in	Mobile No	Organisation Name	Service	Designation	Type of Appointment	Appointment Date	Allotment Year