

**No. 12-01/2017-SEA-II**  
**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**521, Sanchar Bhawan, 20 Ashoka Road, New Delhi – 110001**

**Reminder**

Dated: 21/01/2022.

**Sub: Submission of Annual Immovable Property Return (AIPR) for the year –2021 by the officers of IP&TAFS Gr. 'A' - reg.**

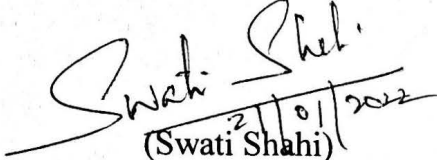
The undersigned is directed to refer to DOT HQ letter of even number dated 10.12.2021 (Copy enclosed) on the subject cited above and to state that the last date of submission of AIPR for year 2021 is 31.01.2022.

2. All officers of IP&TAFS Gr. A working in DOT HQ/CGCA/NICF/Pr.CCA/CCA/TEC/DOP and on deputation to other Ministry/Department/Organization have to submit AIPR for the year 2021 during the period 01.01.2022 to 31.01.2022 through SPARROW portal.

3. It is reiterated that officers whose AIPR for year 2021 is not submitted within time, would be denied vigilance clearance and will not be considered for promotion and empanelment for senior level post in Government of India. The officers are also informed that for non-submission of AIPR within the stipulated date, they will be liable for department action for violation of Rule 18(2) of CCS (Conduct) Rules, 1964 for non-submission of his/her AIPR.

4. Hence, the officers of IP&TAFS Group 'A' who have not yet submitted the AIPR for the year 2021 are once again requested to submit the same at the earliest through SPARROW portal without waiting for the last date of submission.

Encl: - As above.

  
(Swati Shahi)  
Director (SEA)  
Ph. 011-23036059

Copy to: -

1. PPS to Member (Finance), DoT ( HQ), New Delhi.
2. PSO to Advisor (Finance), DoT (HQ), New Delhi .
3. CGCA/ Addl. CGCA, DoT at NICF campus, Ghitorni, New Delhi.
4. DG, NICF, MG Road, Ghitorni, New Delhi.
5. All Sr. DDsG/ DDsG of Accounts & Finance Wing 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 Gr. '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/Sr.AO/AO/AAO in DoT HQ and TEC, New Delhi.
12. AO (CS & Protocol), DoT HQ, New Delhi.
13. Copy for uploading the circular on DoT website.

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**521, Sanchar Bhawan, 20 Ashoka Road, New Delhi - 110001**

Dated: 10 /12/2021

**Sub: Submission of Annual Immovable Property Return (AIPR) for the year – 2021  
by the officers of IP&TAFS Gr. 'A' & 'B'- 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 have to submit Annual Immovable Property Return in such form as may be prescribed by the government 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 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. Further, attention is drawn towards 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 Gr. 'A' & Gr. 'B' working in DoT (HQ)/CGCA/NICF/Pr.CCA/CCA/TEC and on deputation to other Ministry/ Department/ Organizations have to submit the above return by 31.01.2022 in the 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. The AIPR of all Gr. 'A' officers and those of Gr. 'B' officers, who are working in DoT (HQ), will be reviewed in DoT (HQ). The AIPR of Gr. 'B' officers who are working in NICF/ Pr.CC/CCA & TEC, will be reviewed and kept by the respective heads of NICF/ Pr.CCA/CCA & TEC.

5. All regular officers of IP&TAFS Group 'A' working in DoT/DoP as well as on deputation may submit their Annual Immovable Property Return (AIPR) for 2021 by 31.01.2022 through e-Office Lite (Sparrow) portal only as per DoT letter No. 8-36/2015-IT dated 06.12.2017. All Group 'A' officers may ensure to get themselves registered in e-Office Lite (Sparrow) portal i.e. [sparrow-dot.eoffice.gov.in](https://sparrow-dot.eoffice.gov.in) (<https://parichay.nic.in/Accounts/NIC/index.html?service=SPARROWDOT>) by 31.12.2021.

Contd...

6. **100% submission of AIPR by IP&TAFS Group 'A' through SPARROW portal should be ensured, accordingly no ink signed/physical copy is to be sent to this office.** It may be noted that no further reminder in this regard shall be issued and as per instructions contained in Vigilance Wing of DoT H.Q. letter No.7-1/2016 V. Tech dated 14/12/2016, officer will be liable for departmental action for violation of Rule 18(2) of CCS (Conduct) Rules, 1964 for non-submission of his/ her AIPR. If there is any issue in respect of submission of AIPR through SPARROW portal, Mr. Padam Kumar, AO (CS & Protocol), DoT HQ may be contacted for solution on following numbers: -

1. Mobile No: 9968563518
2. Ph. No. : 011-23716024

Encl: - As above.

*Swati Shahi*  
10/12/16  
(Swati Shahi)  
Director (SEA)  
Ph. 011-23036059

Copy to: -

1. PPS to Member (Finance), DoT ( HQ), New Delhi.
2. PSO to Advisor (Finance), DoT (HQ), New Delhi .
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11. All ADG/ACAO/Sr.AO/AO/AAO in DoT HQ and TEC, New Delhi.
12. AO (CS & Protocol), DoT HQ, New Delhi.
13. Copy for uploading the circular on DoT website.

**STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR-2021**

1. Name of officer (in full):

2. Staff No:

3. Present office & Post held:

4. Service to which the officer belongs: Group "A"/" B" of IP & TAFS

5. 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 on lease or mortgage, either in his own name or in the name of any member of his/her family or in the name of any other person dependent on Government Servant.