

No. 27-2/2015-CWG
Government of India
Ministry of Communications
Department of Telecommunications

Room No. 620, 6th Floor,
Mahanagar Doorsanchar Bhawan,
JLN Marg, New Delhi - 110001

Date: 21st December, 2017

OFFICE MEMORANDUM

Sub: Implementation of online declaration of Immovable Property Return (IPR) through eoffice-Lite (SPARROW) portal for IP&T BWS (Civil) officers.

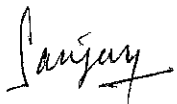
As per extant guidelines of DoP&T, Government of India, the undersigned is to inform about implementation of online declaration of Immovable Property Return (IPR) through eoffice-Lite (SPARROW) portal for IP&T BWS (Civil) officers.

2. The eoffice-Lite (SPARROW) portal is already operational for serving IP&T BWS (Civil) officers for filling up of Performance Appraisal Reports (PARs) from the year 2016-17 onwards.

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 IP&T BWS (Civil) 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 December, 2017 through SPARROW portal only. The User Manual for online declaration of Immovable Property Return (IPR) through eoffice-Lite (SPARROW) portal is hereby enclosed for ready reference.

4. 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 as prescribed by January 31, 2018 (i.e. 31st January of the following year) results in denial of Vigilance Clearance. Strict adherence to timelines may therefore be observed.

Encl: IPR User Manual


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To,

1. All IP&T BWS (Civil) officers by Email
2. Chief Engineer (Civil), Department of Posts, Dak Bhawan, New Delhi - 1.
- ✓ 3. Director(EW) for uploading on DoT website.



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

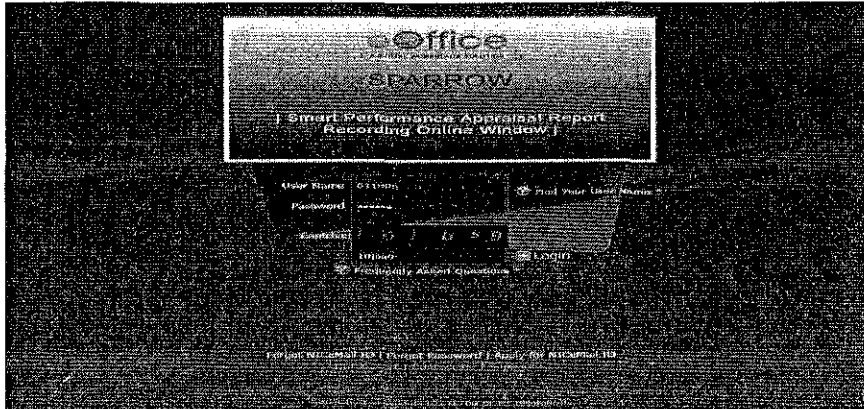


Fig.1

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

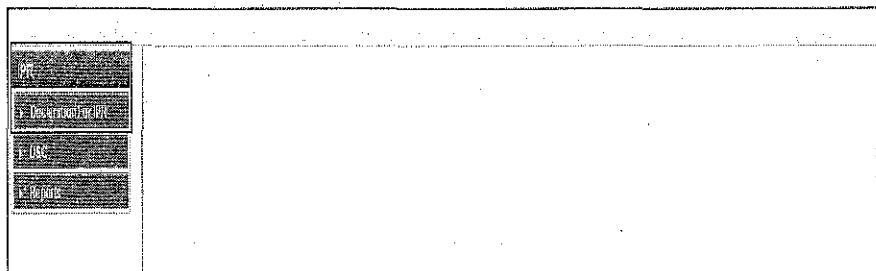


Fig.2

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

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 (), 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**

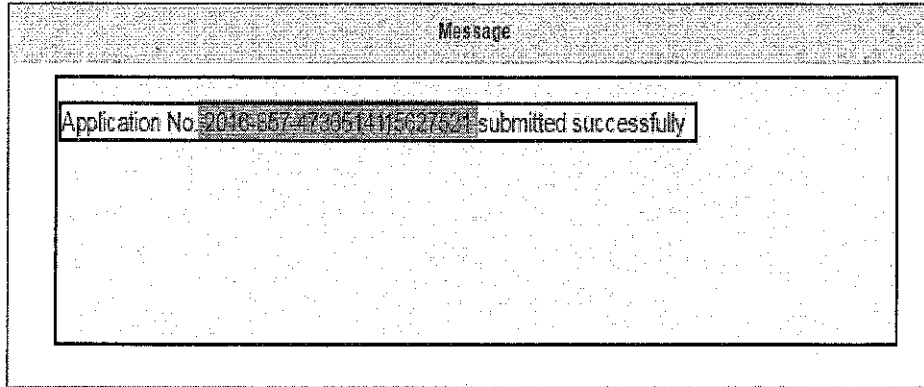


Fig.8

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 shows a web application 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".

Fig.9

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