

By Speed Post

No. 45020/14/2016-IPS-II
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

To North Block, New Delhi-1,
Dated, the 13th December, 2016.

The Chief Secretaries of all State Governments/UTs
The Director General of Police of all State Governments/UTs

Sub: **Online submission of Immovable Property Return by IPS officers through– Reg.**

Sir,

In terms of Rule 16(2) of All (India) Services (Conduct) Rules, 1968, every member of the service shall submit his/her Immovable Property Return (IPR) in the prescribed form by 31st January of every year in respect of the previous year ending 31st December.

2. Now, it has been decided that IPS officers would file the Immovable Property Return through online. In this regard, an application, namely, IPR (Immovable Property Return) has been designed to enable the officer to file the return online. Since the application would be available in the SPARROW itself, no separate user ID and password would be required once the officer accesses SPARROW (<https://ips.gov.in> or <https://sparrow-ips.eoffice.gov.in>) by using his existing nic e-Mail ID and password.

3. After filing the above return online, the officer would have to authenticate it by using the Digital Signature Certificate (DSC) already issued to him under SPARROW. In this connection, a 'User Manual' to facilitate filing up the online Immovable Property Return (IPR) is also enclosed herewith and same is also available at welcome page of SPARROW.


4. It is further clarified that filing of Immovable property return under Rule 16 of the All India Services (Conduct) Rule, 1968 by all IPS officers is mandatory. The Immovable Property return for the year 2016 is required to be filed latest by 31st January 2017. **In case the officer fails to submit the IPR (online) within the stipulated time limit his/her vigilance clearance will be denied in terms of DoPT OM No. 104/33/2005-AVD.I dated 7.9.2011.**

5. As regards filing of returns of Assets and Liabilities under Section 44 of the Lokpal and Lokayuktas Act, 2013, it is stated that the DoPT vide their O.M. dated 01.12.2016 have informed that there is no requirement for filing of such returns now. The Government is in the process of finalising a fresh set of rules. DoPT have further informed that the said rules will be notified in due course to prescribe the form, manner and timeliness for filing of declaration of Assets and Liabilities by the public servants under the revised provision of the said Act.

6. In view of the above, it is requested that these instructions may be widely circulated to all concerned officers for strict compliance in respect of filing of Immovable Property Returns under the provisions of the AIS (Conduct Rule, 1968 within the prescribed time limit through online. **Henceforth Immovable Property Return in any other form will not be accepted.** In case of any difficulty in accessing IPR module through Sparrow the officer could send their grievances through e-mail at support-sparrow@nic.in or sparrow.ips@nic.in .

Encl : as above.

Yours faithfully,



(Mukesh Sawhney)

Under Secretary to the Government of India
Tel. No. 2309 4038

Copy forwarded for necessary action to :

1. All Ministries/Department of Government of India.
2. Joint Secretary (UT Division), Ministry of Home Affairs, New Delhi-in respect of AGMU cadre.
3. Director General-BSF/CRPF/CISF/SSB/ITBP/NSG/NIA/NCB/BPR&D/Civil Defence.
4. Director IB, CBI, R&AW, SPG.
5. Director NPA, NCRB, NICFS, NEPA.
6. President Secretariat/Cabinet Secretariat/PMO.
7. Director (NIC-MHA), for uploading on MHA website under What's New and Immovable Property Return (IPR) → Related Orders/Instructions.



A DIGITAL WORK PLACE SOLUTION

IPR

Immovable Property Return User Manual



Prepared by
National Informatics Centre

Table of Contents

Key Aspects of Declaration and Information related to Immovable Property return (IPR)	3
Login to IPR.....	4
Filling up the declaration and information form relating to IPR.....	5
Fill New Declaration.....	5
Fresh Return- Fill Electronic Form.....	6
NIL Declaration.....	8

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**

eoffice
A DIGITAL WORK PLACE SOLUTION
SMART PERFORMANCE APPRAISAL REPORT RECORDING ONLINE WINDOW

User Name: 0311010 Find Your User Name *
Password: *****
Captcha: 10563 Login
Forgot Your User Name *
Forgot Password *
Forgot for NICeMail ID *
Forgot for NICeMail ID *

Fig.1

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

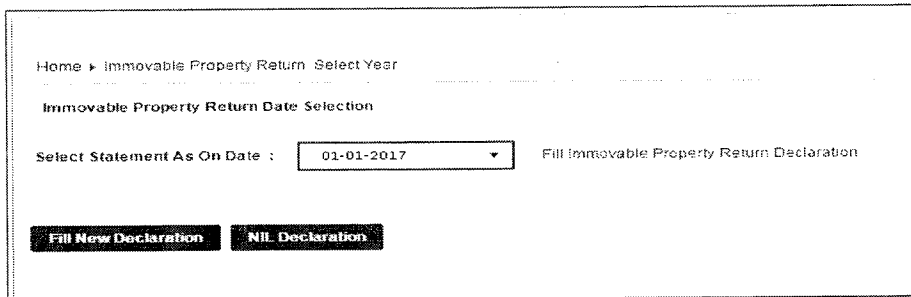
IPR
Declaration For IPR
DSC
Reports

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

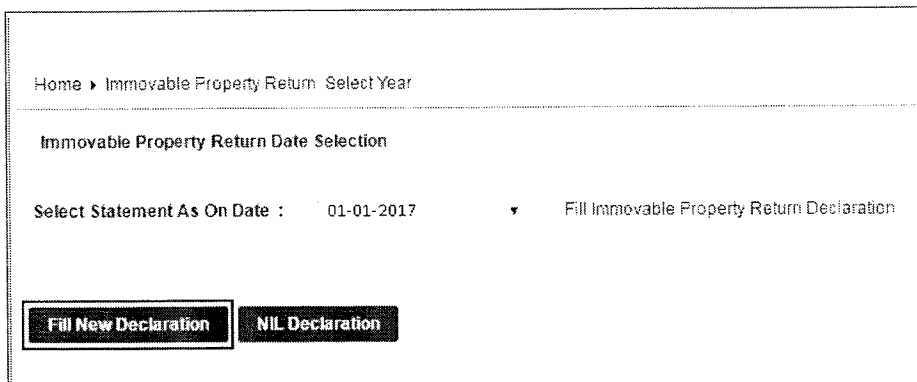
Immovable Property Return Date Selection

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** (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**

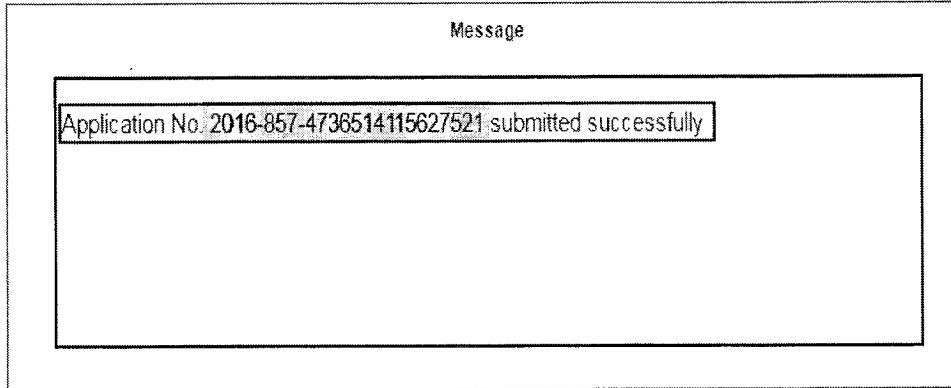


Fig.8

eOffice Project Division
National Informatics Centre

Department of Electronics and Information Technology
Ministry of Communications and Information Technology
A-Block, CGO Complex, Lodhi Road, New Delhi - 110003 India

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, the section is titled "Immovable Property Return Date Selection". There is a label "Select Statement As On Date :" followed by a date field containing "31-12-2016" and a dropdown arrow. To the right of the date field is a button labeled "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 border.

Fig.9