

मनीषा सक्सेना, भा.प्र.से.

Manisha Saxena, IAS

स्थापना अधिकारी एवं अपर सचिव

**ESTABLISHMENT OFFICER &
ADDITIONAL SECRETARY**

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सत्यमेव जयते

भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-११०००१
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
NORTH BLOCK, NEW DELHI-110001

DO No. 6(2)/2024-EO(PR)
Dated, the 19th December, 2024

Respected Ma'am / Sir,

As you are aware, in terms of Rule 16(2) of AIS (Conduct) Rules, 1968 and the instructions issued vide OMs dated 16.02.1960 and 04.01.1994 under this Rule, every member of the Indian Administrative Service (IAS) is required to submit annual Immovable Property Return (IPR) by 31st January of the next year. Failure on part of the members of the Service to comply with the requirements of the aforesaid provisions constitutes good and sufficient reason for, inter-alia, institution of disciplinary proceedings, against them vide this Department's OM No.104/33/2005-AVD-I dated 29.10.2007 and 07.09.2011. Further, vide notification dated 30.12.2021, Rule 3(1) of IAS (Pay) Rules, 2016 has been amended to make timely filing of IPR mandatory for being considered for appointment to the next level of pay matrix.

This Department vide DO No.6(1)/2014-EO(PR) dated 22.12.2016 successfully introduced online filing of IPR in respect of IAS officers w.e.f. 1st January, 2017 through the SPARROW Module. It is indeed a matter of immense satisfaction that the officers are submitting their IPR either electronically or uploading scanned copy of the manually filled-in IPR, over the years.

This online Module will close automatically after the prescribed timeline i.e. 31st January, 2025 in respect of the calendar year 2024. The officers need not send a hard copy either to their Cadre or to DoPT. Further, it is noticed that there are some cases where the officers fill their details online on the IPR SPARROW Portal but are not able to eSign the filled IPR. Such IPRs remain unsubmitted, causing unnecessary difficulty to the concerned officers. Therefore, the IAS Officers may be suitably sensitized to complete the process by eSigning the IPR.

In view of aforesaid background, I shall be grateful if you would issue necessary instructions to all IAS officers working in your Ministry/Department and its various organization, to ensure that they submit their IPRs online on SPARROW for the year 2024 (as on 01.01.2025), within the prescribed timeline i.e. from 1st January, 2025 to 31st January, 2025.

With warm regards,

Yours Sincerely,


19.12.2024
(Manisha Saxena)

Secretaries to the Govt. of India
(As per standard list)

Copy to:

- (i) The President's Secretariat, New Delhi.
- (ii) The Prime Minister's Office, New Delhi.
- (iii) The Cabinet Secretariat, New Delhi.
- (iv) The Rajya Sabha Secretariat, New Delhi.
- (v) The Lok Sabha Secretariat, New Delhi.
- (vi) NITI Aayog, New Delhi
- (vii) Election Commission, New Delhi.
- (viii) UPSC, New Delhi.
- (ix) Central Vigilance Commission, New Delhi.
- (x) O/o Comptroller & Auditor General, New Delhi.
- (xi) Director (Admn.), DoPT, North Block, New Delhi.

Copy also to:

- a) Director General, NIC, Ministry of Electronics and Information technology, A-Block, CGO Complex, Lodhi Road, New Delhi – 110003
- b) Additional Secretary (UT), Ministry of Home Affairs, North Block, New Delhi, for taking similar action in respect of the AGMUT Cadre officers

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DEPARTMENT OF PERSONNEL & TRAINING
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NORTH BLOCK, NEW DELHI-110001

DO No. 6(2)/2024-EO(PR)
Dated, the 1st December, 2024

Respected Chief Secretary,

As you are aware, in terms of Rule 16(2) of AIS (Conduct) Rules, 1968 and the instructions issued vide OMs dated 16.02.1960 and 04.01.1994 under this Rule, every member of the Indian Administrative Service (IAS) is required to submit annual Immovable Property Return (IPR) by 31st January of the next year. Failure on part of the members of the Service to comply with the requirements of the aforesaid provisions constitutes good and sufficient reason for, inter-alia, institution of disciplinary proceedings, against them vide this Department's OM No.104/33/2005-AVD-I dated 29.10.2007 and 07.09.2011. Further, vide notification dated 30.12.2021, Rule 3(1) of IAS (Pay) Rules, 2016 has been amended to make timely filing of IPR mandatory for being considered for appointment to the next level of pay matrix.

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In view of aforesaid background, I shall be grateful if you would issue necessary instructions to all IAS officers working in your Government and its various departments, to ensure that they submit their IPRs for the year 2024 (as on 01.01.2025) online in the IPR Module, within the prescribed timeline i.e. from 1st January, 2025 to 31st January, 2025.

With warm regards,

Yours Sincerely,


19.12.2024

(Manisha Saxena)

Chief Secretaries of the States
(As per standard list)