

From

The Secretary (Personnel) to the
Govt. of Himachal Pradesh

To

Sh./Ms./Dr.

All IAS officers
H.P. State cadre

Dated- Shimla-2, the

07th July, 2025.

Subject:

Regarding "online" submission of Immovable Property Return (IPR) on SPARROW.

Sir/Madam,

I am directed to refer to the subject cited above and to say that Sh. Avinash Joshi, Additional Secretary, Government of India, Department of Personnel & Training, Ministry of Personnel, PG and Pensions, New Delhi, vide his DO letter No. 142/13/2022-AVD-IA dated 03rd July, 2025 (**copy enclosed**) intimated that every member of All India Services is required to submit his/her annual IPR by 31st January of the next year and failure on the part of the members of the service to comply with the requirements of these provisions constitutes good and sufficient reason for institution of disciplinary proceedings and filing of IPR is mandatory for being considered for appointment to the next level of pay matrix as well. It is also intimated that there are some cases where the officers are not able to file their IPR within the prescribed timeline due to various reasons viz. technical glitches, non-receipt of OTP etc and requested to issue suitable instructions to all the IAS officers to submit their IPR within time in order to avoid last time delay.

You are, therefore, requested to ensure to submit your IPRs online in the IPR module available on the website of the DoP&T, Govt. of India within the prescribed timeline as may be specified in this behalf time to time.

Yours faithfully,

Sd/-

(D.C. Rana)

**Special Secretary (Personnel) to the
Government of Himachal Pradesh
E-mail: persbr1-hp@nic.in**

Contd./-

Endst.No. As above, Dated Shimla-171002

07th July, 2025

Copy to Sh. Avinash Joshi, IAS, Additional Secretary, Government of India, Department of Personnel & Training, Ministry of Personnel, PG and Pensions, New Delhi, w.r.t his DO letter referred to as above.

Signed by

Duni Chand Rana

Date: 07-07-2025 17:47:52

(D.C. Rana)

Special Secretary (Personnel) to the
Government of Himachal Pradesh

अविनाश जोशी, भा.प्र.से.

सचिव

Avinash Joshi, I.A.S.

Additional Secretary

Phone : 011-23094276

E-mail : avinashp.joshi@nic.in



सत्यमेव जयते

भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

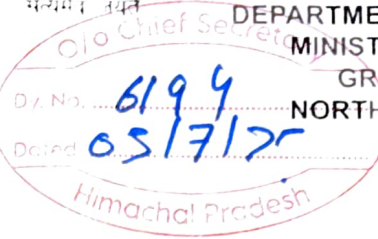
MINISTRY OF PERSONNEL, PUBLIC

GRIEVANCES AND PENSION

NORTH BLOCK, NEW DELHI-110001

Dated : 03rd July, 2025

D.O. No. 142/13/2022-AVD-IA



Dear Sir / Ma'am,

As you are aware, in terms of rule 16(2) of AIS (Conduct) Rules, 1968, every member of the Indian Administrative Service (IAS) is required to submit annual Immovable Property Return (IPR) by 31st January of each year. Failure on part of the members of the Service to comply with the requirement of the aforesaid provision constitutes good and sufficient reason for, inter-alia, institution of disciplinary proceedings against them. 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.

2. This Department had introduced online filing of IPR in respect of IAS officers w.e.f. 01.01.2017 through the SPARROW module. This module closes automatically on 31st January every year. It is 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. Further, it is noticed that there are some cases where the officers are not able to file their IPR within the prescribed timeline due to various reasons viz. technical glitches, non-receipt of OTP etc. Therefore, the IAS Officers may be suitably sensitized to complete the process of filing of IPR within time and avoid last minute delay.

3. In view of the aforesaid background, I shall be grateful if you would issue necessary instructions to all IAS offices working in your Cadre to ensure that they submit their IPRs online on SPARROW within the prescribed timeline.

Regards,

Yours sincerely,

3/7/25
(Avinash Joshi)

1. Chief Secretaries of all State Governments
2. Joint Secretary (UT), Ministry of Home Affairs