



**PUBLIC (SPECIAL-B) DEPARTMENT
SECRETARIAT, CHENNAI - 600 001**

Letter No.3105/Special.B/2016 -1, Dated:28.12.2016

From
Dr.(Tmt.) Girija Vaidyanathan, I.A.S.,
Chief Secretary to Government

To
All Indian Administrative Service Officers.

Sir/Madam,

Sub: Instructions regarding for online filing of
Immovable Property Returns (IPRs) by All India
Services Officers - Forwarded.

Ref: From the Government of India, Ministry of
Personnel, Public Grievances and Pensions,
Department of Personnel and Training, New
Delhi, D.O.Letter No.6(1)/2014-EO(PR),
Dated:22.12.2016.

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I am directed to state that as per the instructions issued in the reference cited by the Government of India, it has been decided to introduce online filing of IPR for which an IPR Module has been designed and would become operational w.e.f. 01.01.2017 to enable the officer to file the return online. The navigation tab for IPR Module has been provided in the menu on Home Page of SPARROW (<https://sparrow.eoffice.gov.in>). Since the application would be available in the SPARROW itself, no separate user ID and password would be required once the officer accesses SPARROW by using his existing user ID and password.

After filing the return online, the officer would have to authenticate it by using the Digital Signature Certificate (DSC) already issued to him under SPARROW or through eSign as the IPR module has been eSign-enabled. A provision for uploading the IPR under the tab '*Upload Form*' has also been provided to enable the officer to scan

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and upload the IPR in case he/she does not have a DSC/eSign or is not able to use his DSC for any reasons. A 'User Manual-IPR' to facilitate filling up to the forms has been provided in the help menu on the Home Page of SPARROW. In case of any difficulty, the officer could send an e-mail at support-sparrow@nic.in

2. I am, therefore to request you to file your IPRs online from the year 01.01.2017 through your SPARROW Account. I am also to request you to furnish a hard copy of your IPRs in a sealed cover to the Government as per the instructions issued in the AIS (Conduct) Rules, 1968 for filing the same in your respective folders.

Yours faithfully,



for Chief Secretary to Government

IAS

Copy to:

The Home Department, Chennai-9.
The Environment and Forests Department,
Chennai-9.