

Most Immediate

No.12021/1/2016-SSS

भारतसरकार

Government of India

सांख्यिकी एवंकार्यक्रमकार्यान्वयनमंत्रालय

Ministry of Statistics and Programme Implementation

अधीनस्थसांख्यिकीय सेवाप्रभाग

Subordinate Statistical Service Division

सरदारपटेलभवन

Sardar Patel Bhawan,

संसदमार्ग, नई दिल्ली-110001

SansadMarg, New Delhi-110001

Dated 28th December, 2017

OFFICE MEMORANDUM

Subject: Online submission of Immovable Property Return (IPR) of officers of Subordinate Statistical Service (SSS) for the year 2017 (as on 01.01.2018) – Reg.

The undersigned is directed to invite attention of all the SSS officers to Rule 18 of the CCS Conduct rule, 1964, which stipulates that 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. Non-submission of IPR within the stipulated time period/date leads to the denial of vigilance clearance to the officers for deputation, cadre clearance etc.

2. With the approval of Competent Authority, now it has been decided that all the SSS officers would henceforth file the Immovable Property Return (IPR) online. In this regard, an application, namely, IPR (Immovable Property Return) has been designed to enable the officers 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 has the access of SPARROW (<https://sparrow-sss.eoffice.gov.in>) by using his/her existing NIC E-Mail ID and password.

3. After filing the above return online, the officer would have to authenticate it by using the 'eSign'. It is reiterated that for authentication of IPR, the user officer must have an NIC mail ID and Aadhaar number and the mobile number of the officer should be linked with his/her Aadhaar Number. In this connection, a 'User Manual' to facilitate filing of the online Immovable Property Return (IPR) is enclosed herewith and the same is also available at the welcome page of SPARROW.

4. The Immovable Property Return for the year 2017 is required to be filed online from 01st January 2018 and latest by 31st January 2018. In view of the above, it is requested that these instructions may be widely circulated to all the concerned officers for strict compliance in respect of filing of Immovable Property Return under

the provision of CCS Conduct rule, 1964 within the prescribed time limit.
Henceforth, Immovable Property Return in any other form shall not be accepted.

5. In case of any query, please e-mail us at dir-sss-mospi@nic.in with complete details of the problem being faced or you may contact the following officer from SSS Division:-

Shri. Amit Paunikar, Senior Statistical Officer
Telephone No. 011- 23742176
Mobile No. 9313830846

Encl: As above.

Saraswathy

(K. Saraswathy)

Under Secretary to the Government of India
Tel. 011-23340888

To:

1. All the participating Ministries/Departments/Organisations of SSS.
2. DDG (Admn.), NSSO (FOD) Hqrs. New Delhi with a request to circulate this letter to all the ZO's/RO's/SRO's for immediate compliance
3. Computer Centre, R.K.Puram, New Delhi with the request to place this on the official website of the Ministry under the new head "Immovable Property Return (IPR)" → SSS IPR Orders/Circulars.

Copy to (without enclosure):

1. Sr. PPS to Secretary, MoSPI;
2. PPS to DG, ES, CSO, MoSPI;
3. PPS to DG, SS, CSO, MoSPI;
4. PPS to DG, Survey, NSSO, MoSPI;
5. PPS to JS (Admin.), MoSPI;
6. PS to Director (Vigilance), MoSPI;
7. US (Admn.I) & US (Admn.II), MoSPI.



A DIGITAL WORK PLACE SOLUTION

IPR

Immovable Property Return User Manual



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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**

The screenshot shows the SPARROW login interface. At the top, the eoffice logo and 'SPARROW' title are displayed. Below this is the subtitle '| Smart Performance Appraisal Report Recording Online Window |'. The main form area contains a 'User Name' field with the value '011HPH', a 'Password' field with masked characters, and a 'Captcha' field with the value '10jbs9'. A 'Login' button is positioned to the right of the Captcha field. A 'Find Your User Name' link is located to the right of the Password field. Below the login fields are links for 'Forgot NICeMail ID', 'Forgot Password', and 'Apply for NICeMail ID'. At the very bottom, there are links for 'Quick Start', 'Contact Us', and 'Support', along with copyright information for 2014.

Fig.1

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

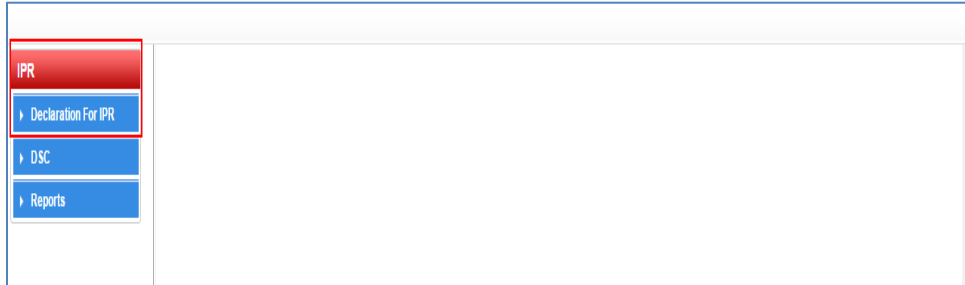
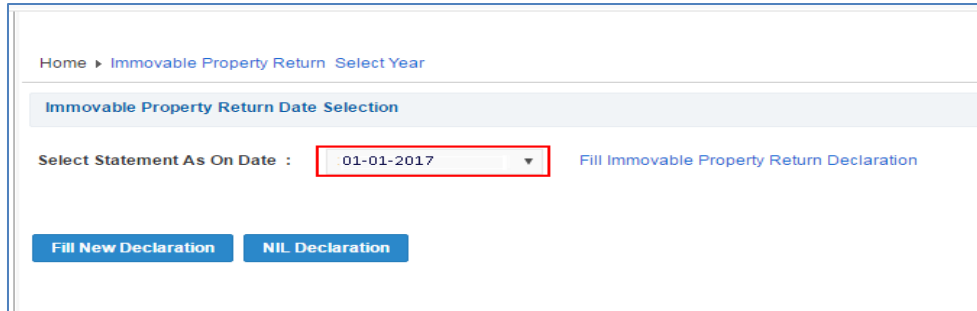


Fig.2

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

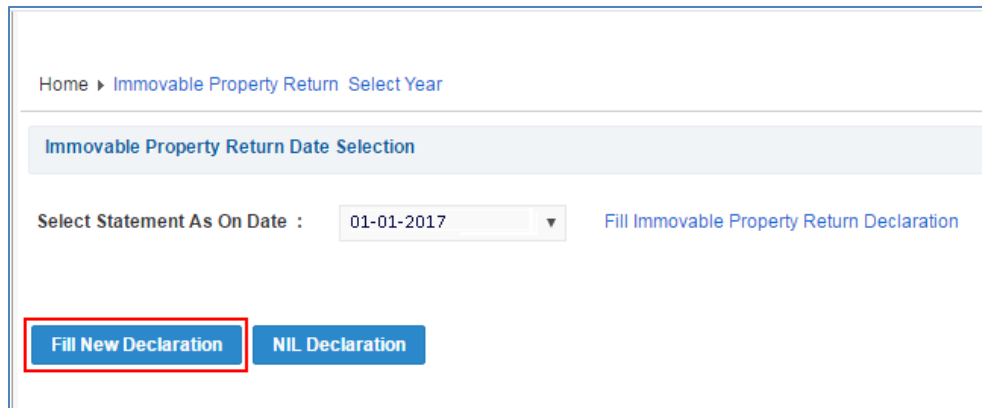
Immovable Property Return Date Selection

Select Statement As On Date : [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 : [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**

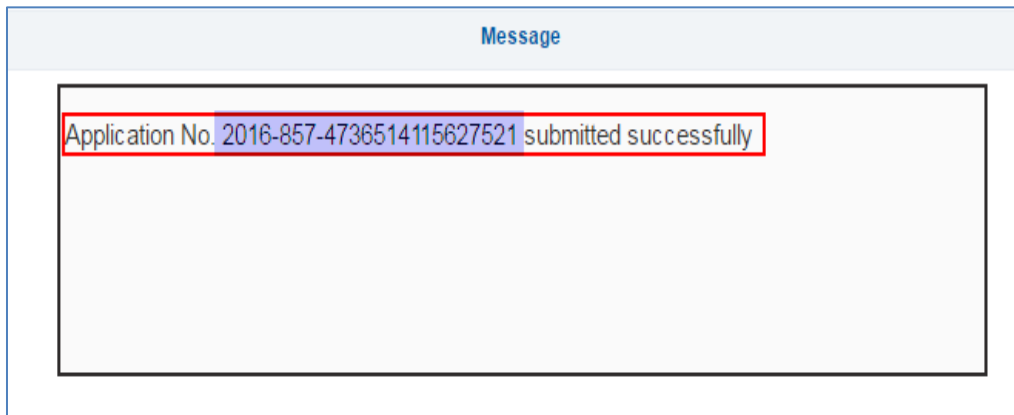
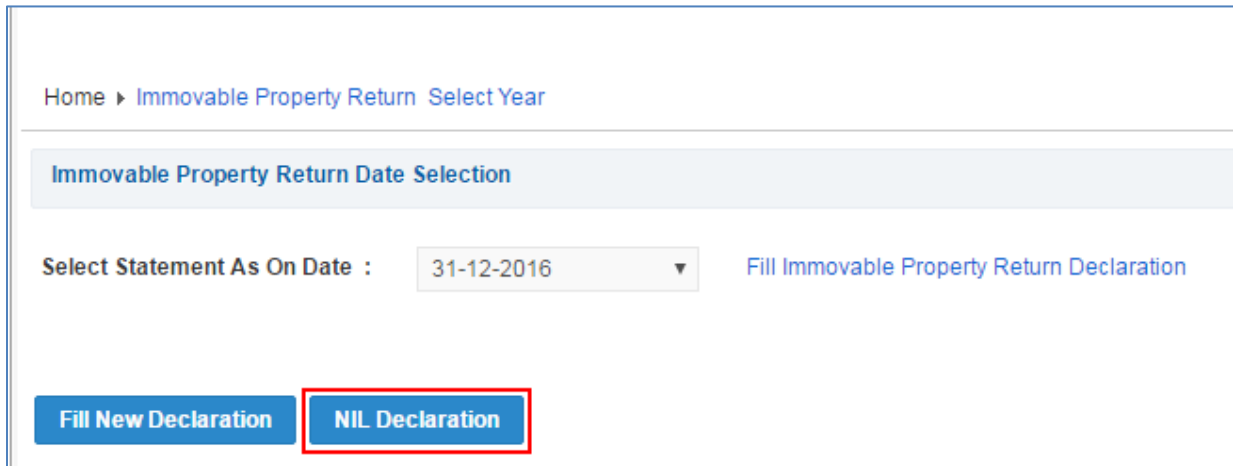


Fig.8

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 displays a web 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 right-pointing arrow. To the right of the dropdown is a blue link that says 'Fill Immovable Property Return Declaration'. At the bottom of the interface, there are two blue buttons: 'Fill New Declaration' and 'NIL Declaration'. The 'NIL Declaration' button is highlighted with a red rectangular border.

Fig.9

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A-Block, CGO Complex, Lodhi Road, New Delhi - 110003 India