

मनीषा सक्सेना, भा.प्र.से.
Manisha Saxena, IAS
स्थापना अधिकारी एवं अपर सचिव
**Establishment Officer &
Additional Secretary**



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
Government Of India
Department of Personnel & Training
Ministry of Personnel, Public
Grievances and Pensions

Dear Ma'am / Sir,

DO No. 6(2)/2025-EO(PR)
Dated, the 23rd December, 2025

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 had 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, 2026 in respect of the calendar year 2025. The officers need not send a hard copy either to their Cadre or to DoPT. Further, it has been noticed in some cases that the officers fill their details online on the IPR SPARROW Portal but inadvertently overlook eSigning the same. Therefore, the IAS Officers may be suitably sensitized to complete the process by eSigning the IPR. Further, the SPARROW accounts of new IAS recruits/inductees may be timely activated so that they can file their IPRs online.

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 organizations, to ensure that they submit their IPRs online on SPARROW for the year 2025 (as on 01.01.2026), within the prescribed timeline i.e. from 1st January, 2026 to 31st January, 2026.

With warm regards,

Yours Sincerely,


23.12.2025

(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, Kartavya Bhavan - 03, 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, Kartavya Bhavan - 03, New Delhi - 110001, for taking similar action in respect of the AGMUT Cadre officers

