

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 23<sup>rd</sup> December, 2025

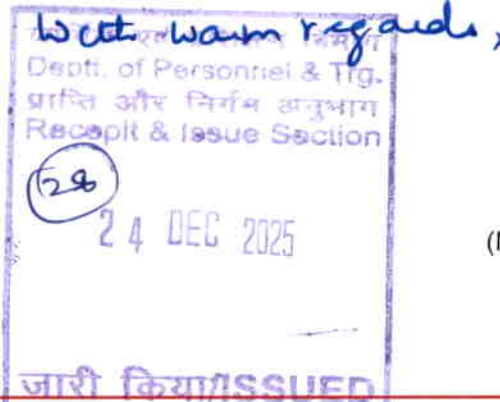
As you are aware, in terms of Rule 16(2) of AIS (Conduct) Rules, 1968 and the instructions issued vide OMs dated 16.02.1960 and 04.01.1994 under this Rule, every member of the Indian Administrative Service (IAS) is required to submit annual Immovable Property Return (IPR) by 31<sup>st</sup> January of 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. 1<sup>st</sup> 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. 31<sup>st</sup> 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 Government and its departments, to ensure that they submit their IPRs for the year 2025 (as on 01.01.2026) online in the IPR Module, within the prescribed timeline i.e. from 1<sup>st</sup> January, 2026 to 31<sup>st</sup> January, 2026.

Chief Secretaries of the States  
(As per standard list)



Yours Sincerely,

  
(Manisha Saxena)  
23.12.2025