



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
DIRECTORATE OF INCOME TAX
(HUMAN RESOURCES DEVELOPMENT)
2nd Floor, JLN Stadium, New Delhi – 110003

F.No. M/120/2024-ADDL.DIT(Admin)-HRD/6063

Dated: 20.01.2025

To,

All the Pr.CCsIT

Madam/Sir,

Subject: Reminder for submission of Immovable Property Return (IPR) for the year 2024 (as on 01.01.2025) on SPARROW-reg

2. Please refer to this office letter F.No. M/120/2024-ADDL.DIT(Admin)-HRD/5606 dated: 27.12.2024 (**copy enclosed**) on submission of Immovable Property Return (IPR) for the year 2024 (as on 01.01.2025) on SPARROW portal by all Group 'A' and Group 'B' Government employees **by 31.01.2025**.

3. However, a significant number of employees are **yet to file IPRs**. As experienced during the last few occasions, heavy traffic on the SPARROW portal towards the end of the timeline often causes technical issues, leading to stress and uncertainty for the employees. Therefore, it is strongly recommended that **employees file their IPRs well in advance of the timelines, rather than waiting until the last date.**

4. This letter may be circulated among all employees who are posted in your region. In case of any issue, please write an email to sparrow.hrd@incometax.gov.in.

5. This issues with the approval of the Competent Authority.

Yours faithfully,

(Gaurav Sharma)
Addl. DIT (Admn), HRD

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F.No. M/120/2024-ADDL.DIT(Admin)-HRD/5606

Dated: 27.12.2024

To,

All the Pr.CCsIT

Madam/Sir,

Subject: Submission of Immovable Property Return (IPR) for the year 2024 (as on 01.01.2025) on SPARROW-reg

2. In this regard, kind attention is invited to the **Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964** which states as under:

“(ii) Every Government servant belonging to any service or holding any post included in Group ‘A’ and Group ‘B’ shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.”

3. Accordingly, **all Group 'A' and Group 'B' Government servants** are required to file Annual Immovable Property Return of the previous year latest by **31st January** of the following year.

4. Kind attention is also invited to DoPT OM No. 104/33/2024-A VD-IA dated 09.10.2024, which states that vigilance clearance **shall be denied to an officer**, if he/she fails to submit his/her annual immovable property return of the previous year by 31st January of the following year in the following cases:

- i. Empanelment
- ii. Ex- India study leave
- iii. Any deputation for which clearance is necessary and extension there of
- iv. Appointment to sensitive posts.
- v. Assignments to training programmes except mandatory training
- vi. Confirmation in service
- vii. Retirement on VRS
- viii. Post-retirement commercial employment
- ix. Pre-mature repatriation (voluntary) from any deputation

5. Kind attention is also drawn to, the Central Vigilance Commission's Office Order No. 17/11/2020 dated 23.11.2020, circulated vide this Office letter F.No.P 329/Personnel/IPR/2020-21/754 dated 18.12.2020, mentioning that timely filing of Property Return by the officials of Ministries/Departments/Organizations is one of

the mandatory requirement under CCS (Conduct) Rules and non-filing of Property Returns constitutes good and sufficient reasons for instituting disciplinary action against the delinquent officials.

6. All Group A and Group B (ITOs) officers in the Income Tax Department are already filing their IPRs on SPARROW portal. During this year, SPARROW-ids for all other Group-B(Gazetted) officers have also been created. Therefore, from now onwards, **all Group-B (Gazetted) officers will file their IPRs on SPARROW portal only.**

7. During the year, Recruitment Rules for various cadres have been revised. The officials who have now moved to **Group-B (Non- Gazetted) (eg ITI and SrTA now OS) have to now mandatorily file their IPRs with the offices of Pr.CCIT.**

8. It is further clarified that **all Group 'A' and Group 'B' government servants on deputation or belonging to EDP & OL cadre** are required to file their IPRs on SPARROW portal only.

9. This letter may be circulated among all employees who are posted in your region and they may be encouraged to file their IPRs **well before the timeline of 31st January to avoid last minute rush and technical difficulties.** In case of any issue, please write an email to sparrow.hrd@incometax.gov.in.

10. This issues with the approval of the Chairman, CBDT.

Yours faithfully,



(Gaurav Sharma)
Addl. DIT (Admn), HRD

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