



**Government of India
Ministry of Finance
Central Board of Indirect Taxes and Customs
Directorate General of Human Resource Development, HRM-I
Bhai Vir Singh Sahitya Sadan, 3rd Floor, Bhai Vir Singh Marg
Gole Market, New Delhi-110 001
Tel: 011-23741697, Fax : 011-23748050 (www.dghrdcbic.gov.in)**

To,

The Principal Chief Commissioner / Chief Commissioner, Customs and GST(All),
The Principal Director General / Director General (All),
The Principal Commissioner /Pr. ADG/Commissioner/ADG, Customs and GST (All),
The Chief Controller of Factories/ Narcotics Commissioner, Gwalior.
Commissioner (Coordination), CBIC/ JS(Admn), CBIC, New Delhi,
Deputy Secretary, Ad. II, CBIC, New Delhi.

Sir/Madam,

Subject: Online filing of IPR in SPARROW-IRS for the year 2021 as on 1st January 2022 by IRS (C&IT) Officers - reg.

You are aware that w.e.f 01.01.2017, it is mandatory for Annual Immovable Property Return (IPR) to be filed online by all Group A officers of IRS (C&IT). Thus, the IPR for year 2021 as on 1st January, 2022, is to be filed by the Officers by 31st January 2022. The IPR can be filed online by logging into the SPARROW account at <https://sparrow-irs.eoffice.gov.in/IPR/Home>. The detailed instructions for filing the IPR online are available at HRM-I> SPARROW.>SPARROW HELP MANUAL>Help manual for online filing of IPR.

2. One of the important prerequisites for online filing of IPR is that the mobile number used by the Officer should be linked with his/her Aadhaar so that One time Password(OTP) can be sent to the mobile number for e-signing and submitting the IPR. Accordingly, it may be ensured that each Group- "A" IRS (C&IT) Officer under your charge, is having a mobile number linked with his/her Aadhaar.

3. All formations have nominated an officer in the role of Custodian who can download the IPRs available in public domain. It will be the responsibility of such Custodian and concerned Vigilance/Confidential Section of each formation to download all the IPRs filed by the officers in his Commissionerate / Directorate/ formation and forward it to the Competent Authority for scrutiny and further appropriate action as per CCS (Conduct) Rules, 1964. In this regard, CBIC instructions F.No. C-50/120/2015-Ad.II dated 21.04.2017 may also be referred . (Copy enclosed).

4. As regards intimations submitted by IRS (C&IT) Group 'A' officers on deputation with various Ministries / Departments / Organizations, the same shall be accepted/ taken on record with the approval of Member (Admin) by the Ad.II Section of CBIC as per the said instructions dated 21.04.2017. However, such intimation should be sent through proper channel to the Board.

5. It may be noted that DGHRD is only facilitating filing of IPRs in SPARROW in respect of Group 'A' officers and to make them available in public domain and does not, in any way, deal with the processing of IPRs including its acceptance or otherwise and taking them on record. Accordingly, any intimation about the acquisition / disposal of property has to be filed with the Competent Authority only and no correspondence is to be made with DGHRD in this regard. No record of any such intimation / correspondence will be maintained with DGHRD. In exceptional cases where the officer is facing problems in filing his IPR online on SPARROW, the IPR can be uploaded in SPARROW but in prescribed pdf format only and within the prescribed time line. Scanned copy of any correspondence made for intimation other than IPRs should not be uploaded online.

6. It is requested that these instructions may be brought to the notice of all officers /custodians under your jurisdiction/charge for strict compliance . It is further requested to ensure that all officers file their IPRs online in SPARROW-IRS within the prescribed timeline i.e latest by 31.01.2022. Officers may be sensitized not to wait for the last date and IPRs should be filed well before the last date. All officers may also be sensitized that timely filing of IPRs is compulsory and non-filing/ delayed filing may be viewed adversely. This apart, timely filing of IPRs is also a prerequisite for various purposes including deputation, empanelment etc.

7. For any queries/issues in online filing of IPR in SPARROW-IRS, Officers may contact the SPARROW-IRS help-desk at email: help.sparrowirs@gov.in .

Yours faithfully,

(Sucheta Sreejesh)
Additional Director General,
HRM-I, DGHRD

Copy to: OSD/Sr. PPS to Chairman, CBIC & All Members, CBIC, North Block, New Delhi for information.

F.No. C-50/120/2015-Ad.II

Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs

47-B, North Block, New Delhi
Dated, the 21st April, 2017

To,

All the Principal Chief Commissioner/Principal Directors General
and Chief Commissioners/Directors General of
Customs & Central Excise,
Central Board of Excise & Customs.

Subject: Acceptance of intimation given by IRS(C&CE) Group 'A' officers under Rule 18 (2) & (3) of the CCS (Conduct), Rules 1964 – reg.

Sir/Madam,

I am directed to state that the delegation of powers under the Central Civil Service (Conduct) Rules, 1964 have been given under Appendix-II of the said Rules. The power for acceptance of intimation given regarding acquisition of movable and immovable property under Rule 18 (2) & (3) of CCS (Conduct) Rules, 1964 has been delegated to the 'Head of Department'.

2. It has been decided to delegate the powers to accept the intimation given by IRS(C&CE) Group 'A' officers under rules 18 (2) and (3) of the Central Civil Service (conduct) Rules as under with immediate effect:

Sl. No.	Category of employees		Authority to which the power is delegated
1	(i)	Principal Chief Commissioners/ Principal Directors General;	Chairman, Central Board of Excise and Customs
	(ii)	Chief Commissioners/Directors General	
	(iii)	Principal Commissioners - holding additional charge of the posts of Principal Chief Commissioner/Chief Commissioner	
2	All other officers upto the level of Principal Commissioner		Principal Chief Commissioner/Principal Director General and Chief Commissioner/Director General

: 2 :

3. It must be ensured that such intimation of Principal Chief Commissioners/Principal Directors General/Chief Commissioners/Directors General are sent to the Ad.II Section of CBEC through the Administration/Personnel Wings of the Chief Commissioners' Offices, so that a proper record thereof is available and maintained in the field formations. Ad.II Section of CBEC will process and obtain the approval of the competent authority i.e. Chairman, CBEC and communicate the approval / otherwise to the concerned individual and Administration/Personnel Wing of the concerned Chief Commissioner's Office.

4. The intimation given by of IRS (C&CE) Group 'A' officers working on deputation with various Ministries / Departments/ Organizations shall be accepted or taken on record with the approval of Member (Admin.), Central Board of Excise and Customs by the Ad.II Section of CBEC. However, such intimation should be sent through proper channel to the Board.

5. It is requested that the provisions relating to delegation of powers laid down under the Central Civil Service (Conduct) Rules, 1964 should be followed scrupulously.

Yours faithfully,


(Jai Prakash Sharma)
21/04/2017

Under Secretary to the Government of India
Tele No.23095520

Copy to:

1. PPS to Chairman/ All Members, CBEC/ JS(Admin/EC)/
2. DS(Ad.II)/DIR(AD.II-A&B) DS (Ad.III)/ DIR (Ad.IV & IVA)
3. Pr. CCA, CBEC, AGCR Building, New Delhi.
4. The Manager Website, Directorate of Systems, New Delhi for uploading on the website of CBEC.