

I/80250/2021

TIME BOUND



भारत सरकार/ Government of India
केंद्रीय जल आयोग/ Central Water Commission
स्थापना छ: अनुभाग/ Establishment VI Section

Room No.324(S), Sewa Bhawan,
R.K. Puram, New Delhi-66.

Dated, the 22nd December, 2021

Office Memorandum

Subject: Submission of Annual Immovable Property Return (AIPR) for the year ending 2021- regarding.

Reference is invited to *Rule 18(1) (ii) of CCS Conduct Rule 1964* and this SMD letter no. J-11015(24)/2/2018-SMDTE dated 10-12-2021 regarding submission of Annual Immovable Property Returns (AIPRs) of the Group 'B' Gazetted or Non-Gazetted officers/officials. Annual Immovable Property Returns in respect to Group 'A' & 'B' officers/officials working in Central Water Commission are to be filled online on SPARROW Portal.

2. In this regard, it is informed that the SPARROW Module for online filling of IPRs for the officers/officials of Group 'B' Gazetted or Non-Gazetted of CWC has already been implemented from the year 2021 onwards. Hence, all the officers are hereby advised to submit their **AIPRs online in the said Module only on or before 31st January 2022**, as offline AIPR copies **will not be accepted** in this office henceforth. User Manual for filling Annual Immovable Property Return is enclosed

3. ***Attention is also drawn to the instructions issued by DoPT notifying that Vigilance Clearance shall be denied to the officers/ officials who fail to submit their Annual Immovable Property Return by the stipulated date.***

(Ratnakar Yadav)
Under Secretary
011-29583304

To,

1. All Junior Engineers (C&M), Central Water Commission. (Through CWC website)
2. All SDEs/AD Gr.IIs, Central Water Commission. (Through CWC

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website)



A DIGITAL WORK PLACE SOLUTION

IPR

Immovable Property Return User Manual



Prepared by
National Informatics Centre

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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**

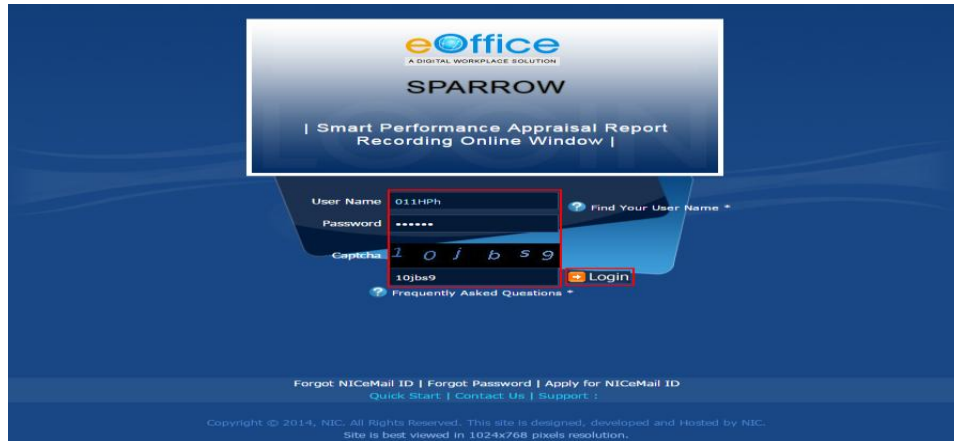
The image shows the SPARROW login interface. At the top, the eoffice logo is displayed with the tagline 'A DIGITAL WORKPLACE SOLUTION'. Below this, the word 'SPARROW' is prominently shown, followed by the subtitle '| Smart Performance Appraisal Report Recording Online Window |'. The login form includes fields for 'User Name' (containing '011HPH') and 'Password' (masked with dots). To the right of the password field is a link 'Find Your User Name *'. Below the password field is a CAPTCHA image showing the characters '10jbs9' and a text input field containing '10jbs9'. A 'Login' button is located to the right of the CAPTCHA. Below the login fields are links for 'Frequently Asked Questions *', 'Forgot NICeMail ID', 'Forgot Password', and 'Apply for NICeMail ID'. At the bottom, there are links for 'Quick Start', 'Contact Us', and 'Support'. A copyright notice at the very bottom states: 'Copyright © 2014, NIC. All rights Reserved. This site is designed, developed and Hosted by NIC. Site is best viewed in 1024x768 pixels resolution.'

Fig.1

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

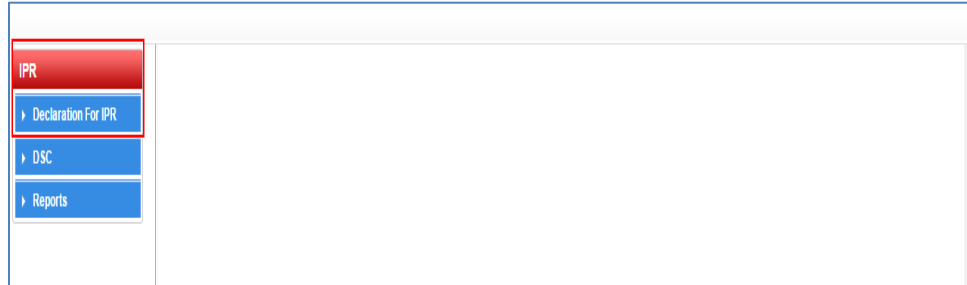
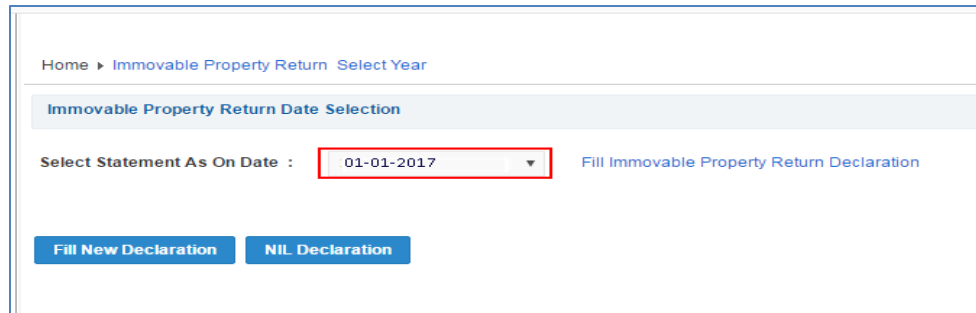
The image shows a dashboard interface. On the left side, there is a vertical menu with four items: 'IPR' (highlighted with a red border), 'Declaration For IPR', 'DSC', and 'Reports'. The main area of the dashboard is currently blank.

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

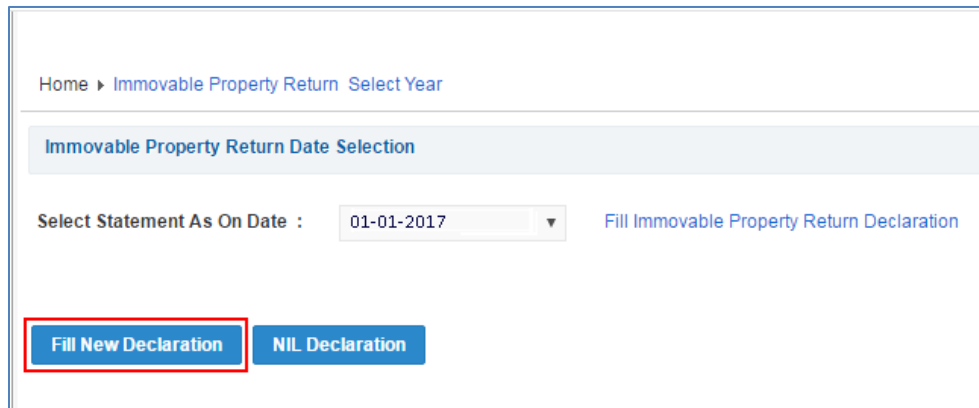
Immovable Property Return Date Selection

Select Statement As On Date : 01-01-2017 ▼ [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 : 01-01-2017 ▼ [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**

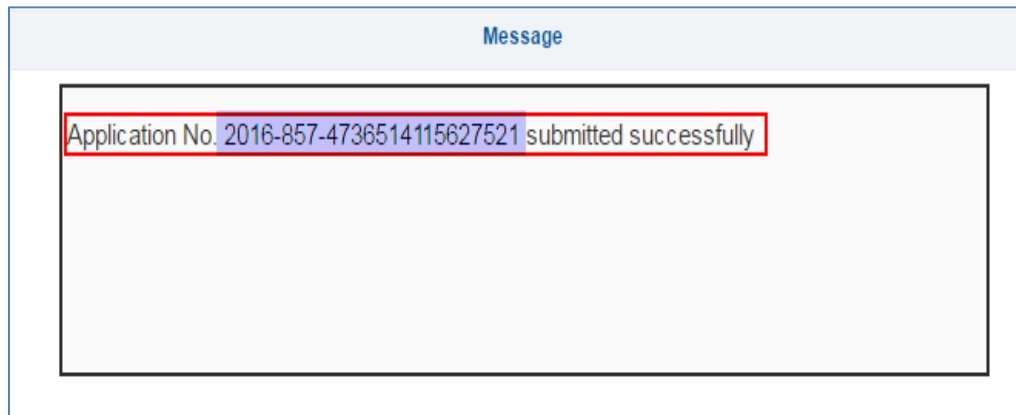


Fig.8

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 the 'Immovable Property Return Date Selection' page. At the top, there is a breadcrumb trail: 'Home > Immovable Property Return > Select Year'. Below this, the page title 'Immovable Property Return Date Selection' is centered. A form section contains a label 'Select Statement As On Date :' followed by a dropdown menu showing '31-12-2016'. To the right of the dropdown is a link 'Fill Immovable Property Return Declaration'. At the bottom of the form, there are two buttons: 'Fill New Declaration' and 'NIL Declaration'. The 'NIL Declaration' button is highlighted with a red rectangular border.

Fig.9

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