

**REMINDER-I  
URGENT**

P-I-F011/1/2025-PERS  
Government of Himachal Pradesh  
Department of Personnel (A-I)

From

The Secretary (Personnel) to the  
Government of Himachal Pradesh

To

Sh./Ms./Dr.

Dated: Shimla-171002 the 28<sup>th</sup> January, 2026.

**Subject: Regarding “online” submission of Immovable Property Return (IPR) for the year 2025 (as on 01.01.2026).**

Madam/Sir

In continuation of this department's letter of even number dated 07.01.2026, I am directed to refer to the subject cited above and to enclose a copy of letter dated 13.01.2026, received from the Under Secretary, Government of India, Department of Personnel & Training, New Delhi for further necessary action in the matter.

**Encls.: As above**

Yours faithfully,

Sd/-

**(Rajiv Kumar)**  
Special Secretary (Personnel) to the  
Government of Himachal Pradesh  
e-mail:persbr1-hp@nic.in

**Endst. No. As above.**

**Dated: Shimla-2 the 28<sup>th</sup> January, 2026.**

Copy to Sh Anil Bajpai, IAS, Under Secretary, Government of India, Department of Personnel & Training, Ministry of Personnel, PG and Pensions, New Delhi w.r.t his letter as referred to above for information.

Signed by  
Rajiv Kumar  
Date: 30-01-2026 18:40:33

**(Rajiv Kumar)**  
Special Secretary (Personnel) to the  
Government of Himachal Pradesh

Dairy No. 3179252  
Date 28-1-2026  
Department of Personnel (A-I)

Immediate  
Reminder-I

No. 6/2/2025-EO(PR)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

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Kartavya Bhavan - 03, New Delhi  
Dated the 16<sup>th</sup> January, 2026

To

22/1/26  
Surya (Surya)

All Chief Secretaries

(As per standard list)

**Sub: Filing of IPRs by IAS officers for the year 2025 (as on 01.01.2026) – Reminders - reg.**

Sir/Ma'm,

*24-01-26  
S. S. (Surya)  
Dm*  
I am directed to refer to this Department's DO letter of even number dated 23.12.2025 (copy enclosed) on the subject cited above. In terms of Rule 16(2) of AIS (Conduct) Rules, 1968 read with the instructions vide OM No.8/9/60-AIS(III) dated 16.02.1960 and OM No.11017/74/93-AIS(III) dated 04.01.1994 issued under this Rule, every member of the service is required to submit annual immovable property return by 31<sup>st</sup> January of the next year.

*24/01/  
80 (API)  
Urgent*

2. In view of the above, as the prescribed timeline for filing of IPRs for the year 2025 would end on 31<sup>st</sup> January, 2026, the State Government is requested to issue necessary instructions to all the IAS officers working in its various departments, to ensure that they submit their IPRs for the year 2025 (as on 01.01.2026) online on the IPR Module of SPARROW, as per the prescribed timeline.

3. It is reiterated that, to avoid unnecessary difficulty to the concerned IAS officers, they 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.

*24/1/26  
Anil Bajpai*

Yours faithfully,

*Bajpai  
13-1-26*

(अनिल बाजपेयी /Anil Bajpai)

अवर सचिव | भारत सरकार

Under Secretary | Government of India

24010431

Encl: As above

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 शिक्षायत तथा पेशन मंत्रालय  
Government Of India  
Department of Personnel & Training  
Ministry of Personnel, Public  
Grievances and Pensions

Dear Sir/Madam / Sir,

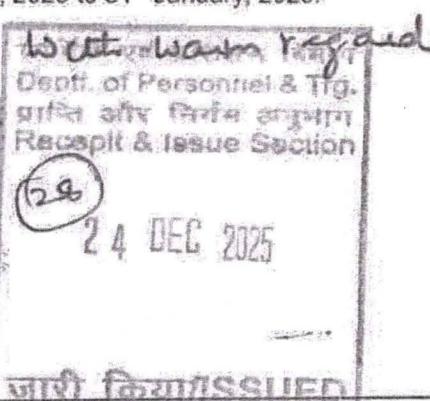
DO No. 6(2)/2025-EO(PR)  
Dated, the 23 December, 2025

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.



Yours Sincerely,

(Manisha Saxena)

Chief Secretaries of the States  
(As per standard list)