

**URGENT**

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

From:

The Secretary (Personnel) to the  
Govt. of Himachal Pradesh

To

Sh./Ms./Dr.

*The all IAS officers,  
H.P. cadre.*

Dated- Shimla-2, the

*02<sup>nd</sup>* January, 2025.

**Subject:**

**Regarding "online" submission of Immovable Property Return (IPR) for the year 2024 (as on 01/01/2025) online.**

**Sir/Madam,**

I am directed to refer to the subject cited above and to say that Ms Manisha Saxena, IAS, Establishment officer & Additional Secretary, Government of India, Department of Personnel & Training, Ministry of Personnel, PG and Pensions, New Delhi, vide her DO letter No.6(2)/2024-EO(PR) dated 19<sup>th</sup> December, 2024 (**copy enclosed**), has requested to issue suitable instructions to all the IAS officers to submit their IPRs for the year 2024 (as on 01/01/2025) online in the IPR Module within the prescribed timeline of 31<sup>st</sup> January, 2025. This module will close automatically after the prescribed timeline of 31<sup>st</sup> January, 2025. It is also informed that filing of IPR is mandatory for being considered for appointment to the next level of pay matrix.

You are, therefore, requested to ensure to submit your IPRs for the year 2024 (as on 01/01/2025) online in the IPR module available on the website of the DoP&T, Govt. of India within the prescribed timeline. It is also stated that there is no need to send hard copy of IPR either to this Department or to DoP&T, Govt. of India.

**Encl. As above.**

**Yours faithfully,**

Sd/-

(D.C. Rana)

**Special Secretary (Personnel) to the  
Government of Himachal Pradesh  
E-mail: [persbr1-hp@nic.in](mailto:persbr1-hp@nic.in)**

**Contd./-**

P/2.

**Endst.No. As above, Dated Shimla-171002**

02<sup>nd</sup> January, 2025

Copy to: Ms Manisha Saxena, IAS, Establishment Officer & Additional Secretary, Government of India, Department of Personnel & Training, Ministry of Personnel, PG and Pensions, New Delhi, w.r.t her DO letter referred to as above.

Signed by

Duni Chand Rana

Date: 02-01-2025 10:31:24

(D.C. Rana)

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

मनीषा सक्सेना, भा.प्र.से.  
**Manisha Saxena, IAS**  
स्थापना अधिकारी एवं अपर सचिव  
ESTABLISHMENT OFFICER &  
ADDITIONAL SECRETARY  
Tel. : 23092370, Fax : 23093142  
E-mail : eo@nic.in



2130945  
01.01.25  
भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, नई दिल्ली-११०००९  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC  
GRIEVANCES AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

DO No. 6(2)/2024-EO(PR)  
Dated, the 14<sup>th</sup> December, 2024

*Respected Chief Secretary,*

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 vide DO No.6(1)/2014-EO(PR) dated 22.12.2016 successfully 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, 2025 in respect of the calendar year 2024. The officers need not send a hard copy either to their Cadre or to DoPT. Further, it is noticed that there are some cases where the officers fill their details online on the IPR SPARROW Portal but are not able to eSign the filled IPR. Such IPRs remain unsubmitted, causing unnecessary difficulty to the concerned officers. Therefore, the IAS Officers may be suitably sensitized to complete the process by eSigning the IPR.

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 various departments, to ensure that they submit their IPRs for the year 2024 (as on 01.01.2025) online in the IPR Module, within the prescribed timeline i.e. from 1<sup>st</sup> January, 2025 to 31<sup>st</sup> January, 2025.

*With warm regards,*

Yours Sincerely,

  
19.12.2024

(Manisha Saxena)

Chief Secretaries of the States  
(As per standard list)

