

F.No. A- 28013/2/2016-CAC  
Government of India  
Ministry of Finance  
Department of Expenditure  
Office of Chief Adviser Cost  
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2<sup>nd</sup> Floor, 'C' Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003

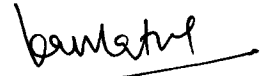
Dated: 1<sup>st</sup> January, 2020

**OFFICE MEMORANDUM**

**Subject: Implementation of online submission of Immovable Property Return (IPR) through SPARROW Software in respect of ICoAS Officers.**

In terms of Rule 18 of CCS (Conduct) Rules, 1964, the Immovable Property Return (IPR) is required to be furnished by the Officers latest by 31<sup>st</sup> of January each year. From the year 2018 onwards, Competent Authority has decided to accept the IPR filled **only through** e-Office (SPARROW) software (already in operation for online submission of APAR).

2. **In view of the above, all ICoAS officers are requested to submit their IPR's as on 31.12.2019 (to be filled latest by 31.1.2020) in online mode using SPARROW (ICoAS) software.** Further, it is informed that as per DoPT's OM No.1101211112007-Estt.A dated 27.09.2011, "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 31<sup>st</sup> January of the following year, as required under Government of India decisions under Rule 18 of the Central Civil Services (Conduct) Rule, 1964".



(Vikas Mathur)  
Deputy Director (Admn.)  
Tel: 24653487

To,

1. All officers of ICoAS cadre ( through e-mails)
2. Copy to be placed on the website: [www.cac.gov.in](http://www.cac.gov.in)
3. URL address for accessing the website is <https://sparrow-icoas.eoffice.gov.in>