

C-29011/2/2021-CMV
Government of India
Central Water Commission
(CM&V Section)

3rd Floor (South), Sewa Bhawan,
R. K. Puram, New Delhi-110066

Dated : December, 2021

OFFICE MEMORANDUM

Sub: Submission of Annual Immovable Property Returns for the year 2021.

In terms of Rule 18 of the CCS (Conduct), Rules-1964, annual declaration of Immovable Property Return for the year 2021 (as on 31.12.2021) is required to be filed by all the Government employees belonging to Gr. 'A', 'B', 'C' and erstwhile Group 'D'. The return must be submitted by 31.01.2022.

2. All the officers/officials are, therefore, requested to furnish their Immovable Property Return for the year 2021 (as on 31.12.2021) by 31.01.2022 in prescribed proforma through SPARROW or applicable mode. In this regard, instruction issued by Software Management Directorate, CWC's O.M. No. J-11015(24)/2/2018-S M Dte dated 10.12.2021(copy enclosed) may also be followed.

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


(Sachin Dev Verma)
Under Secretary (CM&V)

To

All Group 'A', 'B', 'C' employees of Central Water Commission
(only through CWC's website).

Copy to:

1. Under Secretary (I, II, III, V, VI, VII, VIII, IX, X, XI, XIII)/ Deputy Director (PCP)/ All Superintending Engineer of field formations of CWC with the request that they may compile the information regarding AIPR in respect of officers/officials administered by them.



Office Memorandum

Sub: Implementation of Immovable Property Return in eOffice (SPARROW)-reg.

The Immovable Property Return is being filed on ehms (Manav Sampada) portal; however it has been decided with the approval of Chairman, CWC that for year 2021 onwards, the IPR will be submitted in eOffice (SPARROW).

The user manual for using the IPR module in SPARROW is enclosed for reference. All officers are requested to ensure filing IPR online for 2021 onwards on <https://sparrow-cwc.eoffice.gov.in/SPARROWCWES>. For any assistance users may contact helpdesk at 3366/77.

This issue with the approval of Director SMD.

Encl: As Above

Signed by Syed Faheem
Haider Abidi
Date: 10-12-2021 11:03:50
Reason: Approved
(S. F. H. Abidi)
Deputy Director

To,

All Officers through CWC Website



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Fresh Return- Fill Electronic Form

- For online filling select **Fill Electronic Form** (), shown in **Fig.5**

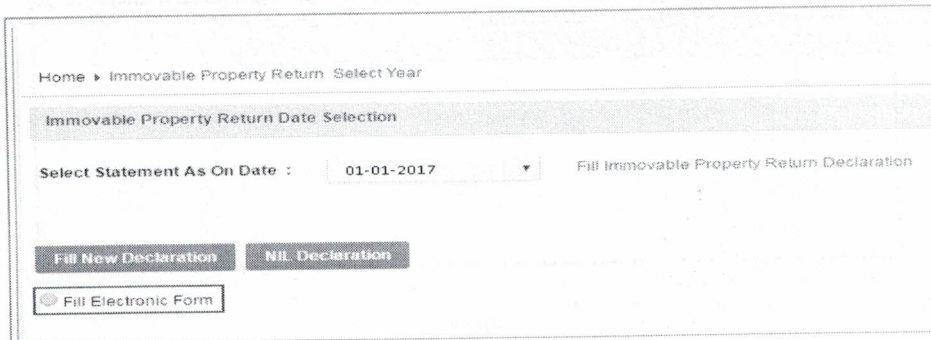


Fig.5

- Fill the information as shown in **Fig.6**

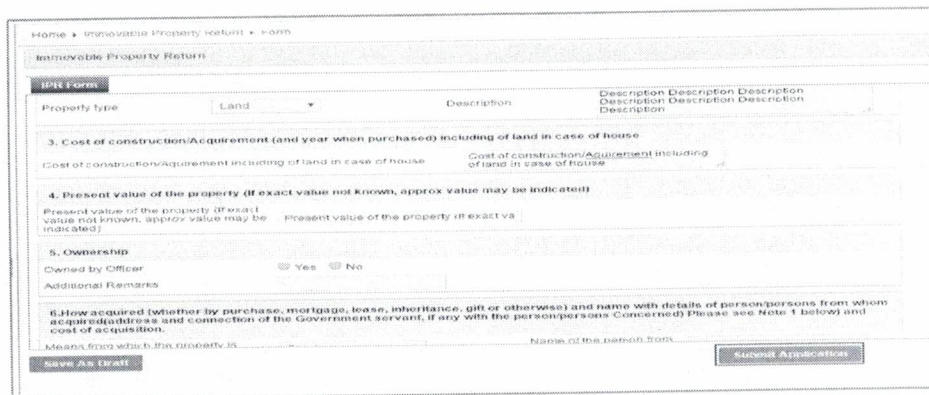



Fig.6

- After clicking **Submit Application** () (**Fig.6**), a message would appear with **OK** for confirmation as shown in **Fig.7**

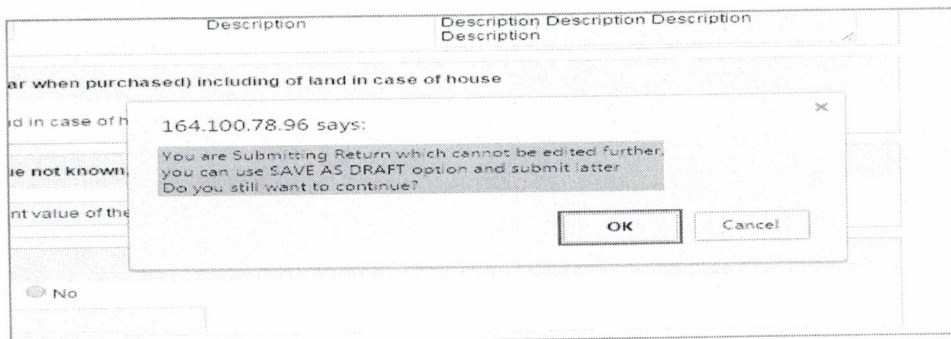


Fig.7

NIL Declaration

In case the Officer desire, he/she can click **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 shows a web interface for filing an 'Immovable Property Return'. At the top, there is a breadcrumb trail: 'Home > Immovable Property Return > Select Year'. Below this is a section titled 'Immovable Property Return Date Selection'. Inside this section, there is a label 'Select Statement As On Date :' followed by a date picker showing '31-12-2016'. To the right of the date picker is a link that says 'Fill Immovable Property Return Declaration'. At the bottom of the section, there are two buttons: 'Fill New Declaration' and 'NIL Declaration'. The 'NIL Declaration' button is highlighted with a red border.

Fig.9