

F.No. A- 28013/2/2016-CAC
Government of India
Ministry of Finance
Department of Expenditure
Office of Chief Adviser Cost

2nd Floor, 'C' Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Dated: 2nd January, 2019

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 31st 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 officers are requested to submit their IPR's in online mode using SPARROW (ICoAS) software.** If IPR for the year 2019 has already been submitted through manual process, officers are requested to upload the same in e-Office (SPARROW) software also.



(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
3. URL address for accessing the website is <https://sparrow-icoas.eoffice.gov.in>