



रक्षा लेखा महानियंत्रक, उलान बटार रोड, पालम, दिल्ली कैंट- 10

Controller General of Defence Accounts,
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विकसित भारत
अभियान
1947-2047

Important Circular

No. AN/I/Property/Misc./Vol.-I

Date:22.12.2025

To,

- (i) PCsDA/PIFAs/CsDA/IFAs
- (ii) All IDAS Officers (Including those officers posted on deputation, UN Mission & foreign deputation)
(Through Website and CGDA WAN)

Sub: Submission of Immovable Property Return (IPR) for the year 2025 (as on 01.01.2026) by 31.01.2026 as per provisions of CCS (Conduct) Rules, 1964-reg.


With reference to the subject cited above, kind attention is invited to Rule 18 (1)(ii) of CCS (Conduct) Rules, 1964, which states that every Government servant belonging to any service or holding any post included in Group 'A' shall submit an annual return in such form as may be prescribed by the Government giving full particulars of immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

2. It is thus requested to ensure that these returns are submitted by all Group 'A' officers in respect of every calendar year by 31st January of the next year. It is impressed upon all that failure to file these returns can form good and sufficient reason for institution of disciplinary proceedings. Strict action may be taken against those who fail to submit the returns in time or furnish wrong information.

3. Moreover, in terms of Para 1 of DoPT O.M No. 1671783889442 dated 23.12.2022, officers who do not submit the property return in time would be denied Vigilance Clearance and will not be considered for promotion and empanelment for senior level posts in Government of India.

4. In order to ensure timely and streamlined submission of IPRs by IDAS officers & its uploading in the public domain as per DOP&T guidelines, it has been decided to call for the Annual IPRs for the year 2025 latest by 31.01.2026 through the IPR Module of SPARROW Portal **only**. Further a navigation path for filing the IPR on SPARROW is enclosed as Annexure 'A' as a ready reference.

5. It is requested that the contents of this circular may be brought to the notice of all IDAS officers under your command and to ensure strict compliance.


(Kavya Tangirala)
Sr. ACGDA (AN-I)

Copy to:-

- (i) Officer-In-Charge
AN-IV Section (Local)
- (ii) Officer-In-Charge
EDP Section (Local)



For Information and necessary action please.

With a request to upload on CGDA'S website
& CGDA's WAN.


(Kavya Tangirala)
Sr. ACGDA (AN-I)

Navigation Guide for Filing IPR through SPARROW

Step 1:

Log in to your SPARROW account through NIC WEBVPN

Step 2:

Click on IPR option situated at left corner.

Step 3:

After opening a new page, Click on the IPR tab and select the "Declaration" option.

Step 4:

Select the Assessment Year: 01.01.2026.

Step 5:

Choose the applicable option among the available options (i.e. NIL, Electronic & Uploaded)

Step 6:

Submit your IPR by e-signing, using either Aadhar based OTP or Digital Signature Certificate (DSC).