

**Office of the Pr. Accountant General (Audit-I) West**  
**Bengal**  
**Treasury Buildings, Kolkata - 700001**

**OFFICE ORDER**

O.O.No. Admn-III/9-7/Assets & Liabilities/Vol-IV/40

Dated: 12.01.2026

***Sub: Submission of Annual Immovable Property Return (IPR) for the year 2025 (as on 01.01.2026) as per the Central Civil Services (Conduct) Rules, 1964 in SPARROW and e-HRMS – Regd.***

As per Headquarter's mail dated 08.01.2026 and Headquarters' letter dated 09.01.2026 and **superseding this office previous office Order No. Admn.III/9-7/Assets & Liabilities/Vol.IV/38 dated 29.12.2025**, it is requested to submit the Annual Immovable Property returns for the year 2025 (as on 01.01.2026) in the following manner as detailed below:

1. **All Senior Audit Officers /Welfare Officers/ Sr. Audit Officers of the Commercial cadre** (working in this Office and those on deputation, within or outside IA & AD) are requested for online submission of their Immovable Property Return in SPARROW for the year 2025(as on 01.01.2026) and onwards.  
**Further, the IPR online window (SPARROW) will remain open till 31.01.2026.**
2. **All the employees other than Sr. AOs/ Welfare Officers/ \Sr. A.O.s (Commercial) shall submit their Annual Immovable Property Returns online through the e-HRMS 2.0 Portal (Property à IPR option).**
3. A copy of the duly filled Immovable Property Return (IPR) (through SPARROW/ eHRMS) is required to be submitted to Admin.III Section for further retention at this end.
4. **No extension of time shall be granted beyond 31.01.2026 under any circumstances.**

In view of the above, all Sr. Audit Officers (Civil and Commercial cadre)/ Welfare Officer, Gr. –B, Group-C(including MTS) are requested to submit the said return at this end by 31.01.2026 positively, in compliance with Headquarters' directions.

Further, an annual return of detailed transactions of sale, purchase or both in shares, securities, debentures, mutual fund schemes etc., is to be submitted at this

*end, if the total transactions exceeds six months' basic pay of Government servant during the calendar year.*

**Further, it is reiterated that failure to comply with the requirement of the aforesaid rule will form good and sufficient reason for instituting disciplinary proceedings against the erring officials. Strict action may be taken against employees who fail to submit the returns in time or furnishing wrong information. Further, in terms of DoPT. OM No. 11012/11/2007-Estt.A dated 27.09.2011, the officers are also informed that non-submission of Annual Immovable Property Returns within the stipulated date, would invite the denial of vigilance clearance and they will not be considered for empanelment for senior level posts in Government of India.**

**Sr. Audit Officer (Admn. 3)**

**// Authority: Sr. DAG (Admin)'s order dated 12.01.2026  
Kept in File No. O.O.No. Admn-III/9-7/Assets & Liabilities/Vol-IV/**

***For all Circulation through E-mail  
Forwarded to EDP section for uploading this Office Order in the official website.***

***Hindi Version follows***