

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

O.O.No. Admn-III/9-7/Assets & Liabilities/Vol-IV/ 44

Dated:28.01.2026

REMINDER

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.

Office Order No.Admin.III/9-7/Assets & Liabilities/Vol.-IV/40 dated 12.01.2026 (subsequent to Headquarters' mail dated 08.01.2026 and Headquarters' letter dated 09.01.2026), is referred to, wherein it was 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) for Sr. Audit Officers 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 → IPR option)**
3. A copy of the duly filled Immovable Property Return (IPR) is required to be submitted to Admin.III Section of this office for further retention at this end.
4. **No extension of time shall be granted beyond 31.01.2026 under any circumstances.**

However, on scrutiny of the records of submission of the aforesaid returns, it has been observed that **despite issuance of the aforesaid Office Order, a considerable number of staff of this office are yet to submit the same.**

In view of the above, staff of this office, who are yet to submit the Immovable Property Returns for the year 2025 (as on 01.01.2026) **are instructed to strictly comply with the direction of Headquarters' Office and submit a copy of the said return** (submitted through SPARROW/e-HRMS) **on or before 31.01.2026 positively.**

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.

Branch officers concerned are requested to inform the officials under their control.

SLBarker 28/1/2026
Sr. Audit Officer (Admn. 3)

// Authority: Sr. DAG (Admn)'s order dated 28.01.2026
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