कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour & Employment, Government of India
भविष्य निधि भवन / Bhavishya Nidhi Bhawan
14, भीकाजी कामा प्लेस, नई दिल्ली 110066
Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in

No. HR/AVS/10(3)/16/SPARROW/21997 Date: .12.2017.
26 DEC 2017

To

All ACC(Zones), Director(PDNASS),
All RPFC/OIC in-charge of RO/ZTI/ASD-HO.

Subject: Electronic submission of annual IPR mandatorily through SPARROW software – Regarding.

Reference: Circular No. HR/AVS/10(3)16/SPARROW/21564 dated 14.12.2017.

Madam/Sir,

With a view to introduce the paper-less process, the Employees' Provident Fund Organisation has already implemented the SPARROW Software from NIC for online submission, monitoring and recording of annual Immovable Property Return (IPR) for the officers in the Commissioner cadres of the Organisation from the year 2016 onwards.

2. Now, SPARROW application software for online submission of IPR has been implemented for all Group 'A' & 'B' Officers from the year 2017 onwards. Therefore, it is now mandatory for all the officers in the Group 'A and 'B' posts to submit online IPR only through the SPARROW software. There is no other change, however, in the extant instructions regulating submission of annual IPR.

3. For the purpose of creating Account/Login of the officials, information in the prescribed format was called for *vide* Head Office circulars of even file No. dated 14.11.2017 and 19.12.2017(available on website at Sl. Nos. 471 & 552) from all Zonal Offices. Accounts/Login Ids on the basis of information received in the Head Office are being created. All the officials have to ascertain and ensure that their complete and correct data in the prescribed format have been forwarded to the Head Office immediately through email to apar.hrm@epfindia.gov.in. In the absence of requisite data, the login Id and e-sign facility may not be created and, hence, such officials would not be able to submit online IPR for which they shall be held responsible.

4. User Manual for the SPARROW is attached herewith. In addition to the guidelines contained in the User Manual, the following instructions are issued to facilitate proper submission of the annual IPR through the software:-

(i) Due to system constraints at NIC end, it is advised that all the officials in the Group 'A' posts may submit their annual IPR for the year ending 31.12.2017 during the period between 01.01.2018 and 15.01.2018 by electronically filling up the details of properties in all the fields of IPR form in the SPARROW software. There is a field called "*Designation& Organisation*" in the electronic IPR form which should be filled with present designation & present office where posted. Officials in Group 'B' posts may submit their annual IPR for the year ending 31.12.2017 during the period between 01.01.2018 and 31.01.2018 by uploading the scanned PDF file of paper-based annual IPR on the SPARROW software. There is no need to send separately paper-based IPR in any case to the Head Office.

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(ii) The software [URL-http://sparrow-epfo.eoffice.gov.in] must be opened only in the latest version of Mozilla Firefox or Internet Explorer browsers. No other Browser is to be used for the purpose.

(iii) Epfindia email username and linked password are Username and Password for login to the SPARROW software. Therefore, those officers who have not yet obtained epfindia email Id are requested to immediately contact NDC for the same as they cannot access the software without such email Id and valid password. Those who have valid email Id but has forgotten password, are requested to reset the password or contact NDC for the same.

(iv) If registration page of Personal Information Management System (PIMS) appears on trying to login, it indicates incorrect/non-existent login ID. In such cases, kindly do not further proceed with registration and, instead, a request may immediately be sent to Head Office on below-mentioned email giving all the details especially Name, Designation, Region, EID, Aadhaar and epfindia email Id of the officer(s) concerned

(v) For electronic submission, after filling up all the fields, the IPR must be submitted through e-Sign functionality of the software. Aadhaar and Mobile Number linked to Aadhaar are required for using e-Sign. Therefore, those officers whose Aadhaar and Mobile Number have not been linked, they cannot submit the return with e-Sign. Such officers are requested to immediately approach UID office to link/update Mobile Number with Aadhaar, if not already done.

(vi) In rare cases, such Group 'A' officers who are able to login but do not have Aadhar and linked Mobile Number may also make use of UPLOAD function of the SPARROW software to submit the scanned copy of IPR. In this regard, it is advised to first fill the electronic form of IPR, save as draft, take printout, sign, scan and then upload the IPR through the software.

(vii) Those having multiple properties may make use of ✚ sign provided at the end of the electronic IPR form to add details of multiple properties in the return. IPR once submitted cannot be edited and, hence, it is advised to save as draft, verify the details from PREVIEW and only then submit the IPR

(viii) Those who have already submitted paper-based IPR are required to submit the return online through the SPARROW software during the periods indicated above.

5. In case of any issue, following officer may be contacted or mail may be sent to apar.hrm@epfindia.gov.in :

Shri Raushan Kumar, APFC - 9013748499

Yours faithfully,

(K. V. Sarveswaran)
Addl. Central PF Commissioner(HQ)HR

Copy to: RPFC, NDC *for uploading on the website.*

eOffice

A DIGITAL WORK PLACE SOLUTION

IPR

Immovable Property Return

User Manual

Prepared by

National Informatics Centre

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Key Aspects of Declaration and Information related to Immovable Property Return (IPR)

- The Officer would be able to view the previous year's returns (would be helpful in filling return in future).
- The Officer can **save** the information filled in the forms.
- The return cannot be amended once the Officer clicks on **"Submit Application"** button.

Login to IPR

- Login to the SPARROW using the existing user-ID and password as shown in **Fig.1**

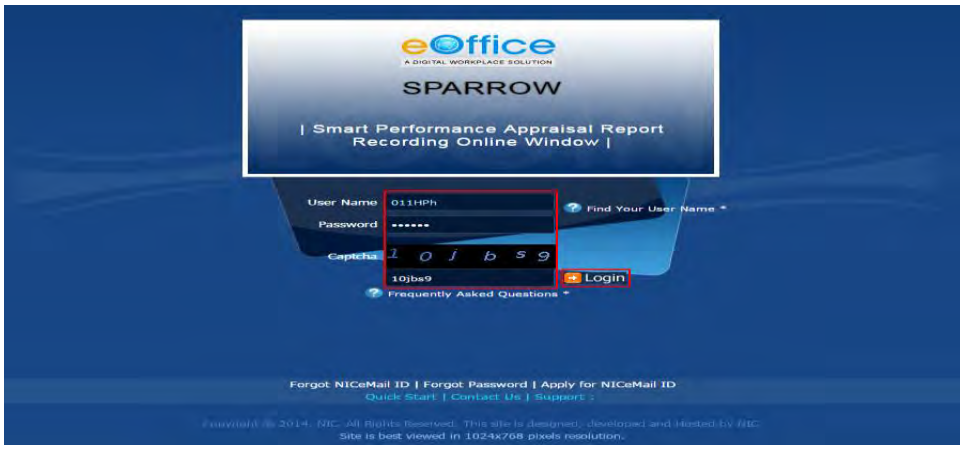


Fig.1

- As a result, the following page would appear as shown in **Fig.2**

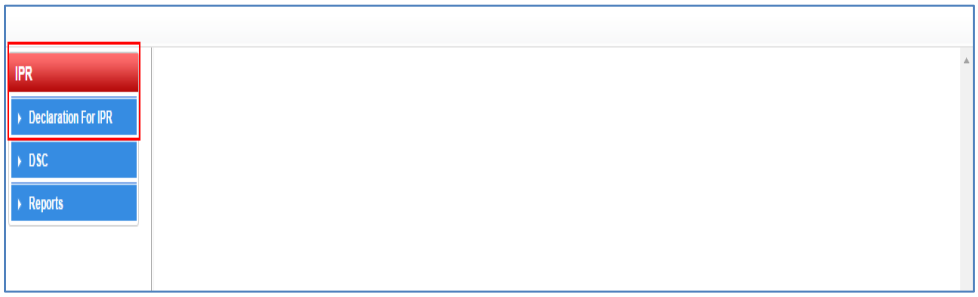
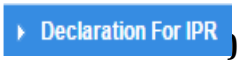


Fig.2

Filling up the declaration and information form relating to IPR

Fill New Declaration

- Click **Declaration For IPR (** 

) link to proceed further (**Fig.2**). Select the **Select Statement As On Date** for filling the return as shown in **Fig.3**

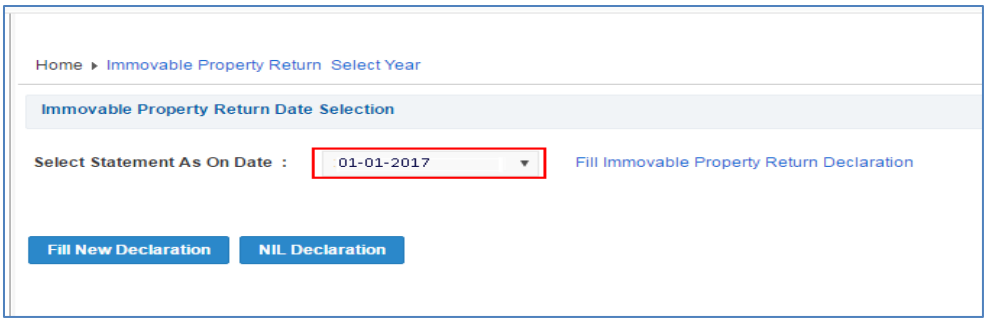


Fig.3

- Click **Fill New Declaration (**

) button as shown in **Fig.4**

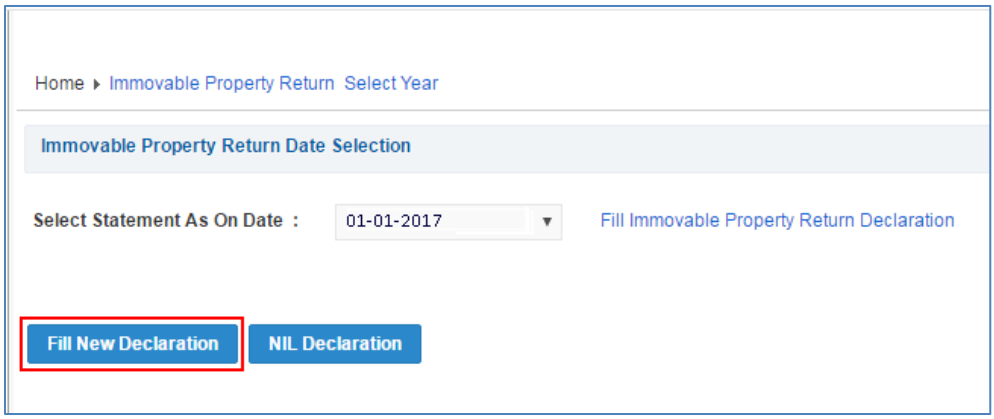


Fig.4

Fresh Return- Fill Electronic Form

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

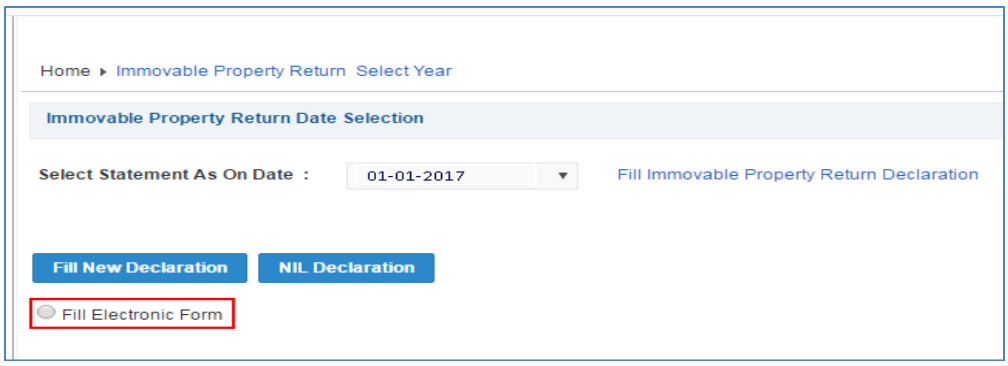


Fig.5

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

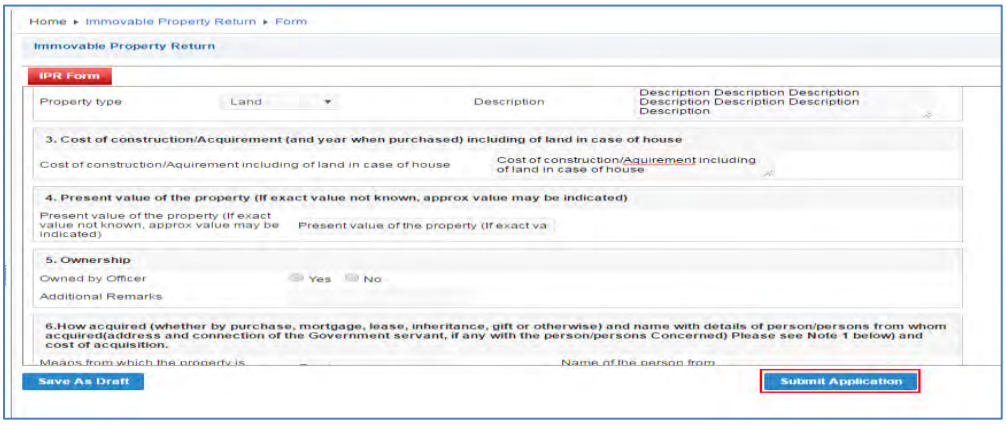


Fig.6

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

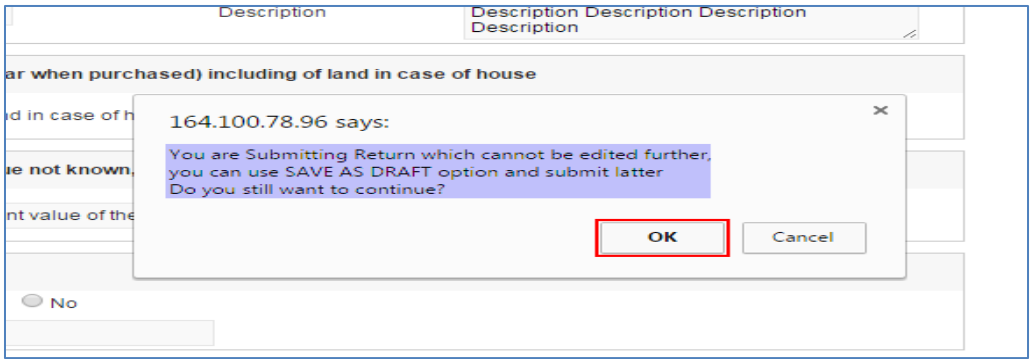


Fig.7

- A unique application number would get generated to confirm that return has been filled successfully as shown in **Fig.8**

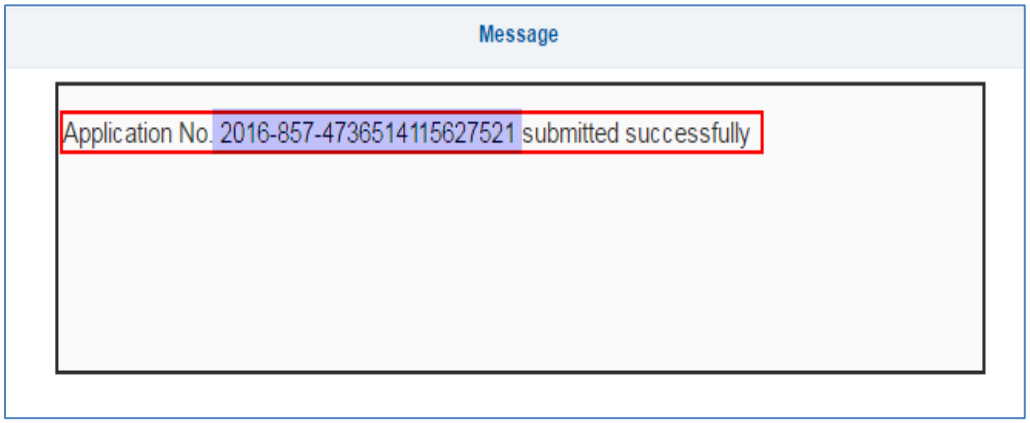


Fig.8

NIL Declaration

In case the Officer desire, he/she can click **NIL Declaration (** 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.

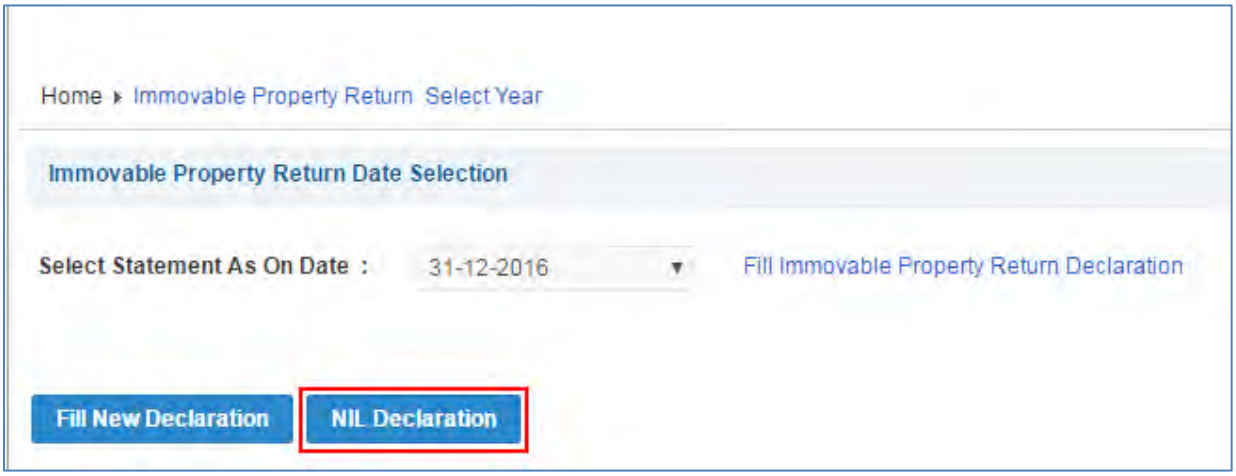


Fig.9

eOffice Project Division
National Informatics Centre
Department of Electronics and Information Technology
Ministry of Communications and Information Technology
A-Block, CGO Complex, Lodhi Road, New Delhi - 110003 India