



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organisation  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA)

मुख्य कार्यालय/Head Office  
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Website: [www.epfindia.gov.in](http://www.epfindia.gov.in)



HRD-II/66/SPARROW/AIPR/2026 /1479

Dated:

07 JAN 2026

To,

All Additional CPFCs (HQ) (Zones)/ Director PDUNASS  
All Additional CPFCs (Zones)  
Additional CPFC (ASD), Head Office/ Additional CPFC (ZTIs)

Sub: - Submission of Annual Immovable Property Return (AIPR) by all Officers/Officials holding Group 'A' & 'B' Posts through SPARROW for the year 2025- Reg.

Ref: - (i) Circular No. AVS-18(1) 2020-HRM-IX/30917/1163 dated 23.12.2024  
(ii) DoP&T OM No. 11012/11/2007 dated 27.09.2011  
(iii) CVC Office Order no. 17/11/2020 dated 23.11.2020

Madam/ Sir,

As per Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964, all government servants holding Group 'A' and Group 'B' posts are required to submit an annual return giving full particulars regarding immovable property inherited, owned, acquired, or held on lease/mortgage. This applies whether the property is in their own name or in the name of a family member.

"Every government servant belonging to any service or holding any post included in Group 'A' & Group 'B' shall submit an annual return in such form as may be prescribed by the government in this regard giving full particulars regarding the 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. Further, DoP&T OM dated 27.09.2011 has also conveyed the decision of the Government of India that the members of the Central Civil Services/Post who fail to submit the AIPR within the prescribed time limit which is the 31st January of the following year would be denied Vigilance Clearance and will not be considered for empanelment for senior posts. In addition, as per CVC Office Order no. 17/11/2020 dated 23.11.2020, non-filing of property return constitutes good and sufficient reason for institution of disciplinary action against the delinquent officials.

3. In this regard, it is to inform that this year the facility for submission of AIPR has been made available on the SPARROW Portal whereby the officer can login and submit their returns. The module will be operational from 06th January, 2026 and open till 31st January 2026. The following steps to be followed for filing Annual Immovable Property Return (AIPR) on the SPARROW Portal:

- I. Log in to the **SPARROW Portal**.
- II. After logging in, locate and click on the **IPR** tab available on the left-hand side of the home page. It will redirect the user to a new window.
- III. Under the **IPR (EPFO)** section, click on the **IPR** tab. Following two options will be displayed:
  - a. **Declaration**
  - b. **My IPR Status**
- IV. To file the AIPR, click on the **Declaration** option.
- V. Next, select the relevant **Statement as on date**.
- VI. User will then be provided with three options:
  - a. **Fill New Declaration**
  - b. **Copy Data from Previous Year Declaration**
  - c. **Nil Declaration**
- VII. Click on **Fill New Declaration** to enter the AIPR details.

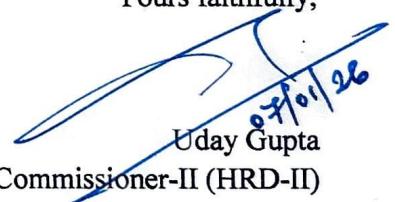
**OR**

Click on **Nil Declaration** if there are no details to be furnished.
- VIII. The user may fill the form in:
  - a. **Electronic form**
  - b. **Upload Physically signed form**
- IX. The AIPR form will open. Carefully fill in all the required details in the respective fields.
- X. To add details of more than one property, click on the **plus (+) sign** available towards the bottom of the page.
- XI. After completing the property details, click on the **Sign & Submit** button available at the bottom of the page to submit the return.
- XII. Please note that once the AIPR is submitted, no editing or modification is permitted.

4. All the officials holding Group 'A' or 'B' post are advised to submit AIPR for the year ending 31st December 2025 by due date i.e. 31st January, 2026 through SPARROW Portal.

(This issues with the approval of the Competent Authority)

Yours faithfully,

  
Uday Gupta  
Regional P. F. Commissioner-II (HRD-II)

Copy to

- 1) PS to CPFC for kind information of CPFC.
- 2) All OICs (Regional Offices/ District Offices)
- 3) RPFC-I, NDC for web circulation.