

**No. 20-1/2024-SPG**  
Government of India  
Ministry of Communications  
Department of Posts  
Personnel Division

Dak Bhawan, Sansad Marg,  
New Delhi-110001  
Dated: 17.12.2024

**OFFICE MEMORANDUM**

**Subject: Submission of AIPR under Rule 18 of Central Civil Services (Conduct) Rules, 1964– reg.**

I am directed to invite your kind attention to Rule 18(1) (ii) of CCS (Conduct) Rules, 1964 which reads as under: -

“Every Government servant belonging to any service or holding any post shall submit an Annual Report in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him/her or owned or acquired by him/her on lease or mortgage either in his / her own name or in the name of any member of his family or in the name of any other persons”.

2. DoP&T vide circular No. 11/7/2011-EO(PR) dated 4<sup>th</sup> April 2011, has provided that 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. Government of India have also decided the Annual Property Return as on January 1<sup>st</sup>, every year in respect of Members of All India Service and other Group 'A' Central Service Officers will be placed in the public domain by 31<sup>st</sup> January.

3. In view of the above, all IPoS Group 'A' officers are requested to fill the complete details in the AIPR form and strictly comply with the guidelines of CVC Vigilance Manual, 2017 while submitting the Annual Immovable Property Returns (AIPRs) for the year ending 2024 (as on 01.01.2025). All the officers are requested to submit the AIPRs latest by 31<sup>st</sup> January, 2025.

4. All the IPoS Group 'A' officers are requested to file AIPR for the year ending 2024 through IPR module in SPARROW portal only. AIPR module in SPARROW will get disabled on 31.01.2025, hence, no AIPR can be submitted after 31.01.2025. Reference documents i.e. acquisition and disposal permission may kindly be uploaded with AIPR for future reference and making these documents permanent record as part of AIPR.

Signed by Rajpal

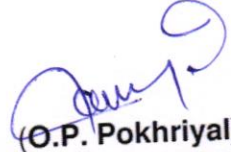
Date: 17-12-2024 10:33:46

(Rajpal)

Assistant Director General (SPG)

Copy to:

1. Sr.PPS to Secretary (Posts) /PPS to Director General Postal Services.
2. Sr. PPS/PPS to All Members, PSB.
3. Sr. Deputy Director General (Vigilance) & CVO / Chief General Manager, Parcel Directorate / PLI Directorate/BD Directorate, New Delhi.
4. All Chief Postmasters General/Postmasters General. (With a request to circulate copy of this letter to all concerned officers in the Circle)
5. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad.
6. Addl. DG, APS C/o 56 APO.
7. Secretary, Postal Services Board/ All Deputy Directors General.
8. GM (CEPT), Mysore, with a request to upload the order on India Post Website.
9. All GMs/Directors, Postal Directorate/ BD Directorate / Parcel Directorate / PLI Directorate.
10. All Assistant Directors General (ADsG), Postal Directorate/ AGMs, BD Directorate / Parcel Directorate / PLI Directorate.
11. All IPoS Group 'A' officers on deputation.
12. ADG (Admin), Dak Bhawan with a request to upload order on eOffice notice board.
13. The Section Officer, Vigilance Branch, DOP, Dak Bhawan, New Delhi.
14. CS to Member (P).
15. Guard File.

  
(O.P. Pokhriyal)  
Assistant Director (SPG-I)