



कर्मचारी राज्य बीमा निगम  
श्रम और रोजगार मंत्रालय, भारत सरकार  
EMPLOYEES' STATE INSURANCE  
CORPORATION  
(Ministry of Labour & Employment, Government of  
India)



मुख्यालय/Headquarters,  
पंचदीप भवन 110002-नई दिल्ली, मार्ग. जी.आई.सी.,  
Panchdeep Bhawan, C.I.G. Marg, New Delhi-  
110002  
Phone: 011-23234092/93/98  
Website: [www.esic.nic.in/](http://www.esic.nic.in/) [www.esic.in](http://www.esic.in/)

File No. C-24/11/01/AIPR/2023-Vig.

Dated: 28/12/2023

### CIRCULAR

To,

- (1) All Addl. Commissioner/Regional Directors, Regional Director(I/c), Regional Offices
- (2) All Directors/Jt. Director I/c/ Deputy Director I/c, Sub-Regional Offices/ Divisional Offices/NTA
- (3) Directors (Medical) Delhi/Noida
- (4) All Deans, ESIC Medical/Dental/Paramedical Colleges
- (5) All Medical Superintendents, ESIC Hospitals/ Model Hospitals/ Super Speciality Hospitals
- (6) Dy. Director (E-V), Hqrs. Office, ESI Corporation

**Subject: Submission of Annual Immovable Property Returns (AIPRs) of Group 'A' & 'B' Officers/Officials, SSOs and equivalent cadres for the year 2023 (as on 01.01.2024) -reg.**

Sir / Madam,

Reference is invited to Rule 18(1)(ii) of CCS Conduct Rule 1964 and this office letter No. C-24/11/01/AIPR/2019-Vig. dated 17/01/2020 regarding the submission of Annual Immovable Property Returns (AIPRs) of the Group 'A' & 'B' officers/officials (Non-Medical/ Medical/ Nursing/ Paramedical) and SSOs (Group 'C' officials). It was also emphasized that as per the instructions from Ministry of Labour and Employment - Govt. of India, Annual Immovable Property Returns (AIPR) in respect of Group 'A' & 'B' Officers/Officials (Non-Medical/ Medical/ Nursing/ Paramedical), SSOs (Group C) and equivalent cadres working in ESIC are to be filled online.

In this regard, it is informed that the SPARROW Module for online filing of IPRs for

the officers/officials of Group ‘A’, ‘B’ and SSOs (Group ‘C’ officials) of the ESI Corporation has already been implemented since January 2020. In the said SPARROW Module, provision for filing of **Annual Immovable Property Returns (AIPRs)** has already been activated for the officers/officials of the ESI Corporation from the year 2019 onwards. Hence, all the officers/officials of the ranks mentioned above are hereby advised to submit their AIPRs online in the said Module only, as offline AIPR copies will not be accepted in this office anymore.

All the Officers/Officials are required to follow the following steps for filing the IPR on SPARROW module:

- 1) **Login** in the Sparrow Module (<https://sparrow-esic.eoffice.gov.in>) with their *user id* and *password*.
- 2) Click on “**IPR**” tab on the left side of the page. A new window will open for “IPR(ESIC)”.
- 3) Again, click on “**IPR**” tab on the left side of the page.
- 4) Click on “**Declaration**” tab.
- 5) Select **Statement as on Date: 01-01-2024**.
- 6) Click on “**Fill New Declaration**”/ “**Copy Data from Previous Year Declaration**”/ “**NIL Declaration**”.
- 7) After filling, select “**Save as Draft**” so as not to lose the data filled.
- 8) Then, click “**Sign & Submit**”.
- 9) Fill in the **AADHAR** details and then fill in the **OTP** received on your mobile number and **Submit**.

**Note:** The partially filled IPR can be saved as Draft during the process as and when required, although the IPR has to be e-signed and submitted to be considered Filed.

It is also informed that it has been observed that some officers do not file their AIPR within the stipulated time which will create delay in processing of their cases for according vigilance clearance or denial of vigilance clearance for various purposes in future.

All the concerned officers and staff of ESI Corporation are, therefore, advised to

ensure that they initiate and complete the action required for filing Immovable Property Return (IPR) through SPARROW by 31<sup>st</sup> January 2024 otherwise this may lead to denial of vigilance clearance for various purposes as per the instructions issued by GOI from time to time on the subject.

Contents of this circular may be brought to the notice of all concerned immediately by all the Heads of Offices/Controlling authorities and ensure timely filing of IPRs online by all the officers/officials under their control. As per CVCs instructions, administrative action will be taken against the concerned officers/officials who do not file their IPRs within the time frame.

In addition to the above, it is also emphasized that the officers not currently present in the office for some reason (whether it be study leave, extra-ordinary leave, maternity leave or any other leave, tour, absence etc.) shall also submit their IPRs online through SPARROW within the time period and it shall be ensured by the Head of Office that these employees are intimated of the same at the earliest so as to avoid any delay.

In case of retiring employees, it must be ensured that the IPR for the concerned year has been filed by such Officer/Official before the due date of retirement.

After the completion of the process, the Heads of Offices shall submit a report via email only to Vigilance Branch - Headquarters' office at the email id - vigilance-hq@esic.gov.in by 15<sup>th</sup> February 2024 certifying that – “IPR filing of all the concerned employees under my control has been completed.”

It is also pertinent to mention that the DoPT's O.M. No. 11012/11/2007-Estt.A dated 27.09.2011, stipulates that those who have not submitted the Annual Immovable Property Returns by the prescribed time would be denied Vigilance Clearance. Hence, please ensure that if you are covered under the ranks as mentioned in the referred O.M., you invariably file your AIPR within the stipulated time period.

*\*\* In case you are unable to access your SPARROW account, e-mail your details to the ICT Branch, Headquarters' Office and HELPDESK SPARROW as soon as possible. Under any*

*circumstances, never share your password with anybody as the ICT Branch or HELPDESK will never ask for your password.*

*\*\* With regards to medical staff (Medical/ Nursing/ Paramedical), whosoever falls under Group 'A' & 'B' are liable to file their IPRs online.*

Through this Circular, it is also being instructed that the Custodian of each unit should ensure the following:

- a)All the SPARROW accounts of Retired or Expired Officers/Officials in your unit should be deactivated immediately.
- b)Initiate the Transfer of unit in SPARROW accounts of all the Officers/Officials who are transferred from your unit, immediately.
- c)Initiate the Joining in SPARROW accounts of all the Officers/Officials who have joined your unit, immediately.
- d)The SPARROW account of your unit should only consist of those Officers/Officials who are currently working there.

It is the responsibility of the Custodian of every unit to ensure the above-mentioned points as early as possible. Compliance report in this regard may be forwarded to this office **on or before 31.12.2023**.

This is issued with the approval of the Chief Vigilance Officer.



(संजीव यादव)  
उप-निदेशक (सत.)

To,

- 1) All the Divisional Heads, ESIC Headquarters' Office, New Delhi.
- 2) E-V Branch, for Distribution of Circular in the Headquarters' Office.
- 3) Website Content Manager for uploading on ESIC website.

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