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தொழிலாளர் அரசுக் காப்பீட்டு கழகம்  
कर्मचारी राज्य बीमा निगम  
EMPLOYEES' STATE INSURANCE CORPORATION  
தொழிலாளர் & வேலைவாய்ப்புத் துறை, இந்திய அரசு  
श्रम एवं रोजगार मंत्रालय, भारत सरकार  
Ministry of Labour & Employment, Govt. of India



सत्यमेव जयते

சார் மண்டல அலுவலகம்  
उप क्षेत्रीय कार्यालय  
SUB REGIONAL OFFICE  
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சன் 56/C/24/15/2024/C.Cell

தினாங்க: /01/2025

## परिपत्र/CIRCULAR

**विषय: वर्ष 2024 के लिए वार्षिक अचल संपत्ति विवरणी प्रस्तुत करने बाबत ।**

**Sub: Submission of Annual Immovable Property Returns for the year 2024-Reg**

Reference is made to Rule 18(1) (ii) CCS (Conduct) Rules, 1964 and HQRS office letter No. C-24/11/01/AIPR/2019-Vig. dt 17-01-2020 regarding Submission of Annual Immovable Property Returns (AIPR) of Group 'A' & 'B' Officers/officials and SSOs (Group 'C' officials).

In this regard, all Group-A, Group-B Officers and PSs/PAs/Superintendents/Branch Managers Gr.II/Social Security Officers/Audit Inspectors of Coimbatore Sub Region are requested to furnish the full particulars of Immovable Property inherited/owned/acquired/ held by them on lease or mortgage either in their name or in any of their family member's name or in any other person's name in the online AIPR in SPARROW Module.

All the Officers/officials of the ranks mentioned above are advised to submit their AIPRs **online** in the said Module only, as **offline AIPR copies will not be accepted by this office anymore.**

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.

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

As these report on AIPR have to be submitted to Head Quarters office, it is requested to submit the returns positively through Online SPARROW Module on or before **31.01.2025.**

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 within the prescribed time would be denied Vigilance Clearance. Also, as per CVCs strict instructions, administrative action will be taken against the concerned Officers/officials who do not file their IPRs within the time frame. i.e., 31-01-2025.

HQRS Circular dated 28-12-2023 regarding Submission of Annual Immovable Property Returns (AIPR) for the year 2023 is enclosed for reference. Further, it is to inform that if any correspondence regarding Submission of Annual Immovable Property Returns (AIPR) for the year 2024 is received from HQRS, the same shall also be circulated to concerned Officers/officials.

यह संयुक्त निदेशक (प्रभारी)के अनुमोदन से भेजी जा रही है ।  
This is issued with the approval of Joint Director I/C.

Encl: As above

उप निदेशक (प्रशा.)  
DY.DIRECTOR (Admn.)  
ESIC SRO Coimbatore

सेवा में / To

- 1) All Group A / Group B officers
- 2) All PSs/PAs/Superintendents/SSOs/ BM Gr. II/Audit Inspectors.

प्रतिलिपि / Copy to:

Notice Board.