



Prasar Bharati
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
Prasar Bharati House
Copernicus Marg, New Delhi

No. Misc-1001/8/2019-PPC

Dated: 06 Feb, 2020

OFFICE MEMORANDUM

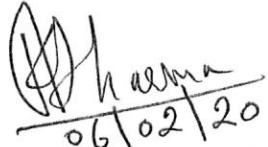
This has reference to Prasar Bharati Secretariat's Office Order No. 161/2019-PPC dated 14.05.2019 regarding implementation of SPARROW Module for filing of online APARs in respect of IB(E)S and IB(P)S cadre Officers.

2. The IT Division has made provisions in the SPARROW Module in consultation with NIC for facilitating filing of online IPRs. The URL of the Site is : sparrow.prasarbharti.gov.in. The credentials used for accessing email are to be used for login to this sparrow site of Prasar Bharati. The user can either fill the form and submit using esign facility or he/she may simply upload the document that has been submitted earlier manually. The user manual for filling up on online Immovable property return is also enclosed.

3. Accordingly, all IB(E)S and IB(P)S cadre officers are now mandatorily required to fill the Annual Immovable Property Return (IPR) in the SPARROW module starting from the year 2020 to be filed on or before 31st Jan, 2021. No AIPR in the physical format will be accepted/considered for the grant of vigilance clearance for the year 2020 onwards.

4. This issues with the approval of the Competent Authority.

Encl: As stated above (P-60-67/c)


06/02/20
(Alok Kumar Sharma)
Director (Pers)

To

- i. ADG (A)
DG: DDn } with a request to convey the decision to all the IB(E)S and IB(P)S
Officers of Prasar Bharati
- ii. DDG(A)
DG: AIR }
- iii. DDG (T), PBS – with a request to get the OM uploaded in PB Website

Copy for information to:

- i. Staff officer to CEO, Prasar Bharati
ii. PS to Member (F), Prasar Bharati

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eoffice

A DIGITAL WORK PLACE SOLUTION

Immovable Property Return
User Manual

IPR



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

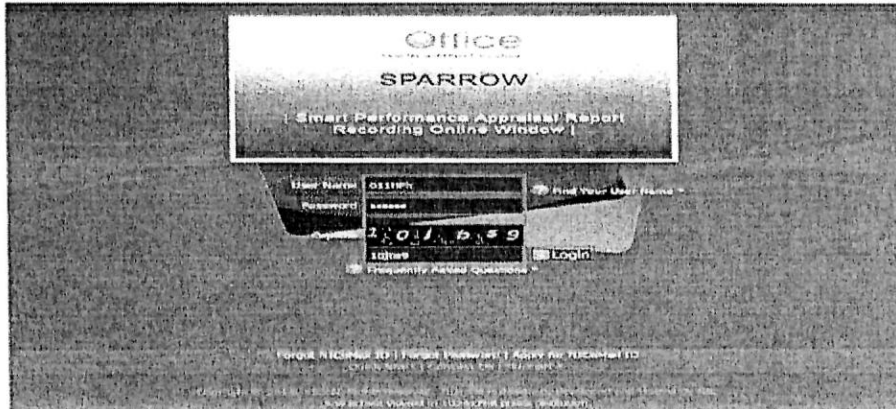


Fig.1

- 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 (**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

Home > Inmovable Property Return > Select Date

Inmovable Property Return Date Selection

Select Statement As On Date : 01-01-2017

New Declaration **Nil Declaration**

Fig.3

- Click Fill New Declaration (**Fill New Declaration**) button as shown in Fig.4

Home > Inmovable Property Return > Select Date

Inmovable Property Return Date Selection

Select Statement As On Date : 01-01-2017

New Declaration **Nil Declaration**

Fig.4

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Fresh Return- Fill Electronic Form

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

The screenshot shows a web application interface for 'Immovable Property Return Date Selection'. At the top, there is a breadcrumb trail: 'Home > Immovable Property Return Date Selection'. Below this, the page title is 'Immovable Property Return Date Selection'. A dropdown menu for 'Select Statement AS On Date' is set to '01-01-2017'. There are three buttons: 'Fill Paper Declaration', 'Fill Electronic Form' (which is highlighted with a red box), and 'Fill Declaration'. The 'Fill Electronic Form' button is the one mentioned in the instructions.

Fig.5

- Fill the information as shown in Fig.6

The screenshot shows a form titled 'Immovable Property Return' with several sections for data entry. Section 2 is 'Cost of construction/ Acquisition and year when purchased including of land in case of house'. Section 4 is 'The cost value of the property, if it is not known, please state in any of the below'. There are input fields for 'Area' and 'Additional remarks'. At the bottom, there are buttons for 'Save as Draft' and 'Submit Application' (highlighted with a red box).

Fig.6

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

The screenshot shows a confirmation dialog box. The text inside reads: 'You are Submitting Return which cannot be edited further, you can use SAVE AS DRAFT option and submit latter. Do you still want to continue?'. There are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

Fig.7

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

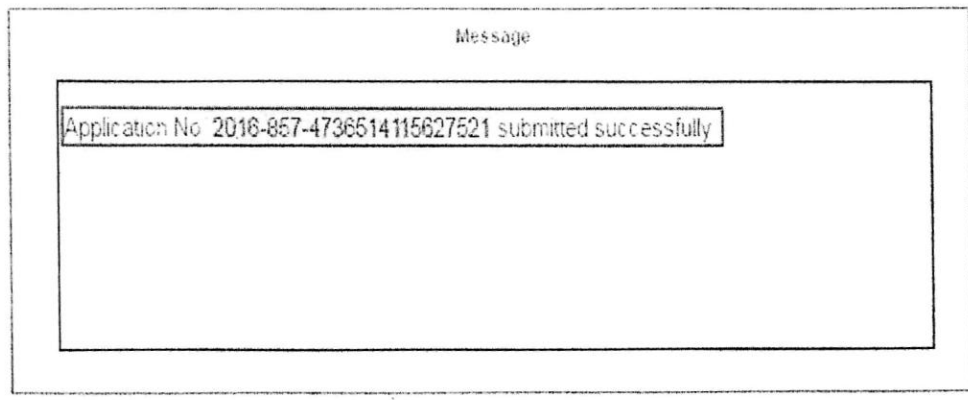


Fig.8

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.

The screenshot shows a web application interface for filing an immovable property return. At the top, there is a breadcrumb trail: "Home > Immovable Property Return > Select Year". Below this, the text "Immovable Property Return Date Selection" is displayed. A date selection field is shown with "31-12-2016" and a dropdown arrow, followed by the text "Fill Immovable Property Return Declaration". At the bottom of the interface, there are two buttons: "Fill New Declaration" and "NIL Declaration". The "NIL Declaration" button is highlighted with a red box in the original image.

Fig.9