

केंद्रीय संस्थापना विभाग  
२२ वीं मंजिल, इ-१ ब्लॉक,  
डॉ० शं०प्र०मु०, सिविक सेन्टर,  
नई दिल्ली - ११०००२



दिल्ली नगर निगम  
Municipal Corporation of Delhi

Central Establishment  
Department  
22<sup>nd</sup> Floor, E-1 Block,  
Dr. S.P.M Civic Centre,  
New Delhi-110002  
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No.F.(I-10)/SO-IV/AO-II/2025/3700

Dated: - 26-12-2025

**CIRCULAR**

**Sub: Submission of Annual Immovable Property Return (AIPR) by Officers/Officials of MCD through SPARROW portal for the year 2025 -reg.**

In terms of Rule 18 & 18(4) of C.C.S (Conduct) Rules 1964, the Annual Immovable Property Return (AIPR) for a particular year is required to be filed by Government Employees latest by 31<sup>st</sup> January of the following year. Accordingly, all the MCD Officers/Officials are required to file their AIPRs latest by 31.01.2026 from **01.01.2026 to 31.01.2026** through e-SPARROW portal, positively.

2. All the HODs of Departments concerned are requested that contents of this circular may be widely circulated to all MCD Officers/Officials under their respective control. Non-Filing of AIPR makes the concerned Officer/Official liable for action as per rules.

3. **AIPRs received beyond the stipulated date and any form/mode except SPARROW Portal shall not be accepted/regarded as conforming to the extant guidelines.** The process flow is as follows:

**Login to SPARROW**

( <https://sparrow.mcdonline.nic.in/> or <https://saccess.nic.in/> )



**IPR**



**Declaration**



**Select Statement as on date (01.01.2026)**

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

**Encl: Guidelines & Demo Filed AIPR**

**(Abhishek Bhukal)**  
Director (Personnel)

To,

**All SPARROW Custodians**

**Distribution:**

1. PS to Commissioner for kind information of Commissioner please.
2. All Additional Commissioners.
3. All DCs/HODs(with request to circulate amongst their depts.).
4. Director(IT) (With request to activation of Portal)
5. SO-I/CED (for placing this Circular on MCD website)
6. Office Copy/ Guard File

**(Abhishek Bhukal)**  
Director (Personnel)

**\*Guidelines for Filing AIPR:**

- (i) **In case of Nil Return:** If any Officer/Official do not possess any "Immovable Property inherited by Officer/Official 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" shall submit details of his/her Residential Address Property details like (parental property or on rent or staff quarters).
- (ii) **In case of Same as previous year Return:** If the above mentioned details are not filed on AIPR portal in the previous year then file as a new AIPR this year with all the details of Immovable Property.
- (iii) **If new property added/deleted this year:** If any new property bought or sold by the Officer/Official the details of that property must be added or deleted from AIPR this year with proper reference number of on record of property.

- (i) **शून्य रिटर्न के मामले में:** यदि किसी अधिकारी/कर्मचारी के पास कोई "अचल संपत्ति नहीं है जो उसे विरासत में मिली हो या उसके स्वामित्व में हो या उसके द्वारा अर्जित की गई हो या उसके द्वारा पट्टे या बंधक पर रखी गई हो, या तो उसके अपने नाम पर या उसके परिवार के किसी सदस्य के नाम पर या किसी अन्य व्यक्ति के नाम पर" तो उसे अपने आवासीय पते की संपत्ति का विवरण जैसे (पैतृक संपत्ति या किराए पर या स्टाफ क्वार्टर) प्रस्तुत करना होगा।
- (ii) **पिछले वर्ष के समान रिटर्न के मामले में:** यदि उपर्युक्त विवरण पिछले वर्ष में एआईपीआर पोर्टल पर दर्ज नहीं किया गया है, तो इस वर्ष अचल संपत्ति के सभी विवरणों के साथ एक नया एआईपीआर दाखिल करें।
- (iii) **यदि इस वर्ष कोई नई संपत्ति जोड़ी/हटाई गई हो:** यदि अधिकारी/कर्मचारी द्वारा कोई नई संपत्ति खरीदी या बेची गई है, तो उस संपत्ति का विवरण इस वर्ष एआईपीआर में संपत्ति के रिकॉर्ड पर उचित संदर्भ संख्या के साथ जोड़ा या हटाया जाना चाहिए।



**Demo Filled AIPR**

**STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2025 AS ON 01<sup>st</sup> January 2026**

- 1. Name of Officer (in full) : Mr. Happy Kumar
- 2. Service to which the Officer belongs : MCD CENTRAL ESTABLISHMENT
- 3. Cadre & Batch : MCD CENTRAL SERVICES - 2022
- 4. Present Pay : Level - 07 (your pay level like 02 to 14)

Sl. NO.	Name of Khastara No., Village/City, Taluk, Sub-Division, District in which property is situated (full location & postal address)	Name & Details of Property (Description)	Cost of construction/Acqurement (and year when purchased) including of land in case of house	Present value	If not in own name, state in whose name held and his/her relationship to the Govt. Servant	How acquired whether by purchase, lease, mortgage inheritance, gift or otherwise with date of acquisition and name with details of person(s) from whom acquired.	Annual income from property	Remarks
1								
1	Fill the details of property you have may be it yours, wife's, parental	Flat. if flat then mention floor also. Land. Plot Mention area of property eg 100-sq mtr	Cost of property it may be purchase cost or construction cost. Mention year of purchase also	Mention approximately present value of property	If not in own name then also mention the name of owner and your relation with owner also	Mention details of property how it was acquired eg gift, purchase, loan etc Also mention name of person from whom it was acquired with date of purchase	Annual income from property if it was on lease, rent or other means	Any remarks of property like letter no if it is on record Or any information left about property
	Dum my entry for reference Delhi, New Delhi, 15691, Kulu Mahal Rajendra Place, New Delhi 110015	Flat, second (2) floor, 185 sq mtr	25 Lakhs, 2000	40 Lakhs approximately	Yes, Joint, Ms Sarvi, Wife Or No, Ms Sarvi, Wife	Purchase, from S/M/S XYZ Builders etc. 01/01/2000	Nil (Self Occuped for residential) Or Rent amount if on rent	On record vide letter no A/D/C/D/C/R-PR/2000/201 dt 10 01 2000