



**Municipal Corporation of Delhi**  
**Central Establishment Department**  
**22<sup>nd</sup> Floor, Dr. S.P Mukherjee Civic Centre**  
**J.L Nehru Marg, New Delhi-110002**



No. Dir(P)/CED/MCD/2023/ 5563

Dated: 20/12/2023

**Circular**

**Sub: Submission of Annual Immovable Property Return (AIPR) through SPARROW portal for the year 2023 onwards-reg.**

In terms of Rule 18 of C.C.S (Conduct) Rules 1964, "The Annual Property Returns required to be filed under the Central Civil Services (Conduct) Rules, 1964 may be filed in the prescribed form II. The returns are required to be filed by all the Government servants belonging to Group/Category 'A' 'B' & 'C', in terms of Rule 18 (4) of the CCS (Conduct) Rules, 1964 which empowers the Government to require a Government servant to submit a statement of movable or immovable property as may be specified in the orders from time to time."

2. MCD has started the process of submission of AIPR for the year ending 2023 through e-SPARROW. All Officers/Officials of MCD will now submit their AIPR for the year ending 31<sup>st</sup> December, 2023, only through the SPARROW Portal. **AIPR for the year 2023 will not be accepted in physical form for all centralized and non-centralized cadres of MCD.**

3. All Officers/Officials of MCD, are required to login to their SPARROW account, through their individual mcd.nic.in ID and submit the AIPR in the path as under; while submitting the AIPR for the year ending 2023 from 01.01.2024 to 31.01.2024-

**Login to SPARROW (through mcd.nic.in mail)**



**IPR**



**Declaration**



**Select Statement as on date (01.04.2024)**

This issues with approval of Competent Authority.

20/12/2023

**Director (Personnel)**

To

- 1) All Addl. Commissioners, MCD
- 2) Director (IT)
- 3) All DCs/HODs of MCD (with a request to circulate among their departments)
- 4) Office copy /Guard file

Copy to:-

PS to Commissioner for kind information