



**GOVERNMENT OF KERALA**

General Administration (AIS-B) Department

No.AIS-B2/2/2025-GAD

08-01-2025, Thiruvananthapuram

From

The Chief Secretary to Government

To

The Principal Chief Conservator of Forests &  
Head of Forest Force,  
Forest Head Quarters, Vazhuthacaud,  
Thiruvananthapuram

Sir,

Sub: AIS - Online Submission of Immovable Property Return by IFS  
officers through SPARROW - Reg.

Ref: Letter No 19011/04/2019-AVU (E- 131297) dated 23.12.2024  
from Ministry of Environment, Forest and Climate Change  
Government of India.

I am directed to forward herewith a copy of the letter referred above  
for necessary action and wide circulation among all concerned IFS  
officers for strict compliance.

Yours Faithfully,

M ANJANA I A S

ADDITIONAL SECRETARY

For Chief Secretary to Government.

Approved for Issue,

Signed by

Anitha. S. R

Date: 09-01-2025 10:35:07

Section Officer.

HoFF

*(Handwritten signature)*

*12/1/25*

*IFS*



No. 19011/04/2019-AVU [E- 131297]  
Government of India  
Ministry of Environment, Forest and Climate Change  
(Vigilance Division)

Indira Paryavaran Bhavan,  
Aliganj, Jorbagh Road, New Delhi - 3

Dated: 23<sup>rd</sup> December, 2024

To

The Chief Secretaries of all State Governments/UTs

The Principal Chief Conservator of Forests of All State Governments/UTs

**Subject: Online filing of Immovable Property Return (IPR) – 2024 by IFoS Officers latest by 31.01.2025 – reg.**

Sir,

I am directed to refer to the subject cited above and to say that in terms of Rule 16(2) of All India Services (Conduct) Rules, 1968, every member of the service shall submit his/her Immovable Property Return (IPR) in the prescribed form giving full particulars including address of the property by 31<sup>st</sup> January of every year in respect of the previous year ending 31<sup>st</sup> December.

2. It is clarified that filing of Immovable Property Return under Rule 16 of the All India Services (Conduct) Rule, 1968 by all Indian Forest Service (IFoS) officers is mandatory. In case, the officer concerned fails to submit the Annual Immovable Property Return (IPR) online within the stipulated time limit, his/her vigilance clearance will be denied in terms of DoPT OM No. 104/76/2022-AVD.IA dated 28.09.2022 and OM No. 104/33/2024-AVD.IA dated 09.10.2024 (*copy enclosed*). Furthermore, as per DoPT Notification dated 30.12.2021 (*copy enclosed*), timely submission of IPR has been mandatory for appointment in the next level of pay in the pay matrix. **No request for condonation of delay in filing of IPR 2024 will be entertained by the Ministry of Environment, Forest and Climate Change.**

3. The Immovable Property Return for the year 2024 is required to be filed **online latest by 31.01.2025** at <https://sparrow-ifs.eoffice.gov.in/> or <https://ifs.nic.in/> by using existing NIC e-mail ID and password by the respective IFoS officer. **Immovable Property Return filed in modes other than online method mentioned above shall not be accepted.** IFoS officers are also advised to complete their IPR filing process within the prescribed time limit, to avoid any last-minute rush and technical glitch in the web portal. Due diliginece

*[Signature]*  
23/12/24



may kindly be observed in filing of the IPR with the complete details of the property as per the online proforma and all the columns filled up properly.


4. In view of the above, it is requested that these instructions may be circulated widely to all concerned IFoS officers for its strict compliance. In case of any difficult in accessing IPR module through SPARROW, the grievances may be sent to [support-sparrow@nic.in](mailto:support-sparrow@nic.in) or [ifs@nic.in](mailto:ifs@nic.in).

5. The cadre controlling Department in the States/UTs shall send the compliance report of all the serving IFoS officers about the online filing of the IPR to the Ministry.

This issues with approval of the competent authority.

Encls.: as stated above

Yours faithfully,

  
23/12/24  
(R.S. Bora)

Deputy Secretary to the Government of India

E-mail: [rs.bora@nic.in](mailto:rs.bora@nic.in)

Tel. No. 011-20819218

Copy to:

1. IG (IFS Division), Ministry of Environment, Forest and Climate Change – with request to circulate to officers of AGMUT Cadre and officers in Central Deputation
2. Director (IFS), MoEF&CC – for uploading on IFS website for wide circulation



No. 104/33/2024-AVD-IA  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the 9<sup>th</sup> October 2024

**OFFICE MEMORANDUM**

**Subject:- Revised Guidelines regarding grant of 'Vigilance Clearance' to AIS Officers & Central Civil Services/Central Civil posts.**

D.o Personnel & Training (DoPT) has from time to time issued instructions / guidelines regarding grant of Vigilance Clearance to AIS officers & Central Civil Services/Central Civil posts. An effort has been made to revise the said guidelines for better understanding and guidance.

**Part A-Grant of Vigilance Clearance to AIS Officers**

2. These orders shall be applicable to vigilance clearance with respect to:

- (i) Inclusion in the offer list
- (ii) Empanelment
- (iii) Ex-India study leave
- (iv) Cases of inter-cadre transfer and extension thereof
- (v) Any deputation, including inter-cadre deputation and extension thereof
- (vi) Appointments to sensitive posts
- (vii) Assignments to training programmes except mandatory training
- (viii) Confirmation in service
- (ix) Retirement on VRS where the Central Government is the competent authority for consideration of the case
- (x) Post-retirement commercial employment
- (xi) Pre-mature repatriation (voluntary)

In all these cases, the vigilance status may be placed before and considered by the Competent Authority before a decision is taken.

3. Vigilance clearance shall be denied on the following grounds:

- (a) (I) A complaint has been received against the officer and it has been established by the concerned Government on the basis of at least a

*Respectfully yours*



preliminary inquiry as stipulated in para 6 of DoPT OM No. 104/76/2024-AVD-IA dated 09.10.2024 *Consolidated guidelines regarding handling of complaints in Ministries/ Departments/Organizations/State Governments*; or on the basis of any information that the concerned Government may already have in its possession, that there is prima facie substance to verifiable allegations regarding acts of an officer that involve a vigilance angle, such as:

- (i) Corruption, including demanding and/or accepting gratification other than legal remuneration in respect of an official act or for using his/her influence with any other official; or obtaining a valuable thing, without consideration or with inadequate consideration from a person with whom he/she has or is likely to have official dealings or his subordinates have official dealings or where he can exert influence; or obtaining for himself/herself or for any other person any valuable thing or pecuniary advantage by corrupt or illegal means or by abusing his position as a public servant.
- (ii) Possession of assets disproportionate to known sources of income
- (iii) Involvement in cases of misappropriation, forgery or cheating or other similar criminal offences
- (iv) Moral turpitude
- (v) Violation of AIS Conduct Rules, 1968

(II) Vigilance clearance shall be granted if preliminary inquiry, if so required, and as envisaged at (I) above is not initiated by the concerned Government within three months from the date of receipt of the complaint, or if the preliminary inquiry after initiation remains pending for more than three months without completion.

- (b) The officer is under suspension.
- (c) The officer is on the Agreed List, provided that in all such cases the position shall be mandatorily revisited after a period of one year.
- (d) Disciplinary proceedings have been initiated against the officer as per the approval of the Disciplinary Authority with the issuing of the chargesheet and the proceeding is pending.
- (e) Orders for instituting a criminal case or sanction for investigation/enquiry/inquiry against the officer have been approved by the Disciplinary Authority Government and the charge sheet is served within three months.

*Respectfully yours*



- (f) Chargesheet has been filed in a Court by the Investigating Agency in a criminal case and the case is pending.
- (g) Sanction for prosecution has been granted by the Competent Authority in a case under the Prevention of Corruption Act, 1988 (as amended in 2018) or any other criminal matter and the case is pending in the trial court.
- (h) The officer is involved in a trap/raid case on charges of corruption and investigation is pending.
- (i) After investigation on an FIR filed on the basis of a private complaint, a charge sheet against the officer has been filed by the Investigating Agency in the Court.
- (j) An FIR has been filed or a case registered by the concerned Government against the officer, provided that the charge sheet is served within three months from the date of filing/registering the FIR/case.
- (k) The officer fails to submit annual Immovable Property Return of the previous year latest by 31<sup>st</sup> January of the current year, as required under Rule 16 of the All India Services (Conduct) Rule, 1968.
- (l) In cases where a minor penalty has been imposed on an officer, vigilance clearance will not be granted for a period of three year after the currency of the penalty. In cases where a major penalty has been imposed on an officer, vigilance clearance will not be granted for a period of five years after the currency of the punishment. After the currency of the penalty, the performance of the officer should be closely watched and vigilance clearance will continue to be denied if the name of the officer is included in the Agreed List or ODI List.

4. Vigilance clearance shall be decided on a case by case basis by the competent authority keeping in view the sensitivity of the purpose, gravity of the allegations/charges and facts and circumstances, in the following situations:

- (a) Where a pre-investigation enquiry undertaken by any investigating agency against the officer in a criminal matter remains pending for more than three months.

*Rajesh Kumar*



- 4 -
- (b) Where the investigating agency has not been able to complete its investigations and file charges even after a period of two year from the date of initiation of investigation. However, such vigilance clearance will entitle the officer to be considered only to be appointed to non-sensitive posts and premature repatriation to the cadre and not for the other matters of the dispensation listed in Paragraph-2 above. Ministries Departments will identify sensitive posts within their organizations forthwith. All posts of Joint Secretary and above (not equivalent) in the Ministries Departments shall be treated as sensitive, inter alia.
  - (c) In cases where the Investigating Agency or the competent authority recommends closure of the case, but the closure of the case/FIR is not permitted by the Court.
  - (d) In cases where the Investigating Agency/IO holds the charges as proved but the State Government differs on the converse.

5. While considering cases for grant of vigilance clearance for the purpose of empanelment of AIS officers, the vigilance status will continue to be ascertained also from the respective State Governments. In respect of officers serving in connection with the affairs of the Central Government, the vigilance status will be obtained from the respective Ministry/Department as well. The comments of the CVC will also be obtained for all cases of empanelment of AIS officers.

6. The vigilance clearance will be issued with the approval of Head of Vigilance Division for officers upto the level of Deputy Secretary/Director in the Ministry/Department. For Joint Secretary/Additional Secretary/Secretary, vigilance clearance will be issued with the approval of the Secretary. In case of doubt, orders of Secretary in the Ministry/Department concerned will be obtained keeping in view the purpose for which 'vigilance clearance' is required to be given.

*Respect kumar*



- 5 -

**Part B- Grant of Vigilance Clearance to members of Central Civil Services/Central Civil posts**

7. These orders shall be applicable to vigilance clearance with respect to:

- (i) Inclusion in the offer list
- (ii) Empanelment
- (iii) Ex-India study leave
- (iv) Any deputation for which clearance is necessary and extension thereof
- (v) Appointments to sensitive posts
- (vi) Assignments to training programmes except mandatory training
- (vii) Confirmation in service
- (viii) Retirement on VRS
- (ix) Post-retirement commercial employment
- (x) Pre-mature repatriation (voluntary) from any deputation

In all these cases, the vigilance status may be placed before and considered by the Competent Authority before a decision is taken.

8. Vigilance clearance shall be denied on the following grounds:

(a) (1) A complaint has been received against the officer and it has been established by the concerned Government on the basis of at least a preliminary inquiry as stipulated in para 6 of DoPT OM No. 104/76/2024-AVD-IA dated 09.10.2024 *Consolidated guidelines regarding handling of complaints in Ministries/ Departments/Organizations/State Governments*; or on the basis of any information that the concerned Government may already have in its possession, that there is prima facie substance to verifiable allegations regarding acts of an officer that involve a vigilance angle, such as:

- (i) Corruption, including demanding and/or accepting gratification other than legal remuneration in respect of an official act or for using his/her influence with any other official; or obtaining a valuable thing, without consideration or with inadequate consideration from a person with whom he/she has or is likely to have official dealings or his subordinates have official dealings or where he can exert influence; or obtaining for himself/herself or for any other person any valuable thing or pecuniary advantage by corrupt or illegal means or by abusing his position as a public servant.
- (ii) Possession of assets disproportionate to known sources of income
- (iii) Involvement in cases of misappropriation, forgery or cheating or

*Respect huma*



other similar criminal offences

- (iv) Moral turpitude
- (v) Violation of CCS (Conduct Rules), 1964

(II) Vigilance clearance shall be granted if preliminary inquiry, if so required, and as envisaged at (I) above is not initiated by the concerned Government within three months from the date of receipt of the complaint, or if the preliminary inquiry after initiation remains pending for more than three months without completion.

- (b) The officer is under suspension.
- (c) The officer is on the Agreed List, provided that in all such cases the position shall be mandatorily revisited after a period of one year.
- (d) Disciplinary proceedings have been initiated against the officer as per the approval of the Disciplinary Authority with the issuing of the chargesheet and the proceeding is pending.
- (e) Orders for instituting a criminal case or sanction for investigation/enquiry/inquiry against the officer have been approved by the Disciplinary Authority Government and the charge sheet is served within three months.
- (f) Chargesheet has been filed in a Court by the Investigating Agency in a criminal case and the case is pending.
- (g) Sanction for prosecution has been granted by the Competent Authority in a case under the Prevention of Corruption Act, 1988 (as amended in 2018) or any other criminal matter and the case is pending in the trial court.
- (h) The officer is involved in a trap/raid case on charges of corruption and investigation is pending.
- (i) After investigation on an FIR filed on the basis of a private complaint, a charge sheet against the officer has been filed by the Investigating Agency in the Court.
- (j) An FIR has been filed or a case registered by the concerned Government against the officer, provided that the charge sheet is served within three months from the date of filing/registering the FIR/case.

*Respect karna*



(k) The officer fails to submit annual Immovable Property Return of the previous year latest by 31<sup>st</sup> January of the current year, as required under Rule 18 of the CCS (Conduct) Rule, 1964.

(l) In cases where a minor penalty has been imposed on an officer, vigilance clearance will not be granted for a period of three year after the currency of the penalty. In cases where a major penalty has been imposed on an officer, vigilance clearance will not be granted for a period of five years after the currency of the punishment. After the currency of the penalty, the performance of the officer should be closely watched and vigilance clearance will continue to be denied if the name of the officer is included in the Agreed List or ODI List.

9. Vigilance clearance shall be decided on a case by case basis by the competent authority keeping in view the sensitivity of the purpose, gravity of the allegations/charges and facts and circumstances, in the following situations:

(a) Where a pre-investigation enquiry undertaken by any investigating agency against the officer in a criminal matter remains pending for more than three months.

(b) Where the investigating agency has not been able to complete its investigations and file charges even after a period of two year from the date of initiation of investigation. However, such vigilance clearance will entitle the officer to be considered only to be appointed to non-sensitive posts and premature repatriation to the cadre and not for the other matters of the dispensation listed in Paragraph-7 above. Ministries Departments will identify sensitive posts within their organizations forthwith. All posts of Joint Secretary and above (not equivalent) in the Ministries/Departments shall be treated as sensitive, inter alia.

(c) In cases where the Investigating Agency or the competent authority recommends closure of the case, but the closure of the case/FIR is not permitted by the Court.

(d) In cases where the Investigating Agency/IO holds the charges as proved but the Competent Administrative Authority differs on the converse.

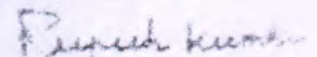
*Rupesh Kumar*



10. While considering cases for grant of vigilance clearance for the purpose of empanelment of members of Central Civil Services Central Civil posts, the vigilance status will continue to be ascertained also from the respective Cadre Authority. The comments of the CVC will also be obtained for all cases of empanelment of members of Central Civil Services/Central Civil posts.

11. The vigilance clearance will be issued with the approval of Head of Vigilance Division for officers upto the level of Deputy Secretary/Director in the Ministry/Department. For Joint Secretary/Additional Secretary/Secretary, vigilance clearance will be issued with the approval of the Secretary. In case of doubt, orders of Secretary in the Ministry/Department concerned will be obtained keeping in view the purpose for which 'vigilance clearance' is required to be given.

12. Insofar as the personnel serving in the Indian Audit and Accounts Department are concerned, these instructions have been issued after consultation with the Comptroller and Auditor General of India.



(Rupesh Kumar)

Under Secretary to Govt. of India

To,

1. All Ministries/Departments of Government of India
2. NIC with a request to upload the OM on the website of DoPT





# भारत का राजपत्र

## The Gazette of India

सी.जी.-डी.एल.-अ.-30122021-232266  
CG-DL-E-30122021-232266

असाधारण  
EXTRAORDINARY

भाग I—खण्ड 3—उप-खण्ड (i)  
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

सं. 742]  
No. 742]

नई दिल्ली, बृहस्पतिवार, दिसम्बर 30, 2021/पौष 9, 1943  
NEW DELHI, THURSDAY, DECEMBER 30, 2021/PAUSA 9, 1943

कार्मिक, लोक शिकायत और पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

अधिसूचना

नई दिल्ली, 30 दिसम्बर, 2021

सा.का.नि. 916(अ).—केंद्रीय सरकार, अखिल भारतीय सेवा अधिनियम, 1951 (1951 का 61) की धारा 3 की उपधारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, संबंधित राज्यों की सरकारों से परामर्श करने के पश्चात्, भारतीय वन सेवा (वेतन) नियम, 2016 का और मंशोधन करने के लिए निम्नलिखित नियम बनाती है, अर्थात् :--

- (1) इन नियमों का संक्षिप्त नाम भारतीय वन सेवा (वेतन) मंशोधन नियम, 2021 है।  
(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।
- भारतीय वन सेवा (वेतन) नियम, 2016 के नियम 3 के उपनियम (1) में, टिप्पण 3 के पश्चात् और स्पष्टीकरण 1 से पहले, निम्नलिखित टिप्पण अंतःस्थापित किया जाएगा, अर्थात् :--

“टिप्पण 4—सेवा का सदस्य, वेतन मैट्रिक्स में वेतन के अगले स्तर में नियुक्ति के लिए विचार किए जाने हेतु, पिछले वर्ष के लिए अचल संपत्ति विवरणी (आईपीआर), इस प्रयोजन के लिए विनिर्दिष्ट समयसीमा के भीतर, अर्थात् 31 जनवरी तक, फाइल करेगा :

परंतु सेवा का सदस्य, जिसने भारतीय वन सेवा (वेतन) मंशोधन नियम, 2021 के प्रवृत्त होने से पूर्व किसी वर्ष का आईपीआर फाइल नहीं की है, वेतन मैट्रिक्स में वेतन के अगले स्तर में नियुक्ति के लिए विचार करने के लिए, जैसा कि इस निमित्त केंद्रीय सरकार द्वारा अधिकथित किया जा सके, ऐसी अवधि के भीतर उसे फाइल करेगा।”

[फा. सं. 11030/06/2021-ए.आई.एम.-2(सी)]

मनमोहन कौर, उप मन्त्री



टिप्पण: मूल नियम, भारत के राजपत्र, असाधारण, भाग II, खंड 3, उपखंड (i) में, अधिसूचना संख्या सा.का.नि. 924(अ), तारीख 28 सितंबर, 2016 द्वारा प्रकाशित किए गए थे और उसमें अंतिम संशोधन अधिसूचना संख्या सा.का.नि. 573(अ), तारीख 12 जून, 2017 द्वारा किया गया था।

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 30th December, 2021

**G.S.R. 916(E).**—In exercise of the powers conferred by sub-section (1) of section 3 of the All India Services Act, 1951 (61 of 1951), the Central Government, after consultation with the Governments of States concerned, hereby makes the following rules further to amend the Indian Forest Service (Pay) Rules, 2016, namely:—

1. (1) These rules may be called the Indian Forest Service (Pay), Amendment, Rules, 2021.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Indian Forest Service (Pay) Rules, 2016, in rule 3, in sub-rule (1), after Note 3 and before the *Explanation 1*, the following Note shall be inserted; namely:—

“Note 4.- A member of the service shall file Immovable Property Return (IPR) for the previous year within the time frame specified for the purpose, i.e. 31<sup>st</sup> January, for being considered for appointment in the next level of pay in the pay matrix:

Provided that a member of service, who has not filed the IPR for any of the year prior to coming into force of the Indian Forest Service (Pay), Amendment, Rules, 2021, shall file the same within such period, as may be laid down by the Central Government in this behalf, for being considered for appointment in the next level of pay in the pay matrix.”

[F. No. 11030/06/2021-AIS-II (C)]

MANMEET KAUR, Dy. Secy.

Note : The principal rules were published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-Section (i) *vide* number G.S.R. 924 (E), dated the 28<sup>th</sup> September, 2016 and last amended *vide* notification number G.S.R. 573 (E), dated the 12<sup>th</sup> June, 2017.