



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

( शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन )

## CENTRAL BOARD OF SECONDARY EDUCATION

F.No. CBSE/Vig./13022/2021/C-1007

Dated: 27/12/2021



### OFFICE ORDER

As per Rule 7.16.2 of CBSE Service Rules, 1985 to be read with its corresponding rules contained in Rule-18(1)(ii) of CCS (Conduct) Rule-1964, all the Officers/officials of the Board shall submit an Annual Immovable Property Return (AIPR) in such format as prescribed by the Board, giving full particulars regarding the Immovable Property(ies) inherited by him/her or owned or acquired by him/her on lease or mortgage, either in his/her name or in the name of any member of his/her family or in the name of any other person dependent on him. The AIPR is to be submitted online latest by 31.01.2022 in respect of the preceding year ending on 31.12.2021. Care must be taken to indicate the sanction particulars invariably in respect of all property declared in the return.

02. Further, attention is drawn towards DoP& T OM No. 11012/11/2007-Estt.A dated 27/09/2011 which stipulates that the officer who do not submit the property return by the prescribed time/date, would be denied vigilance clearance.

03. Accordingly, all the Officers/officials of CBSE and also the Officers/officials of CBSE on deputation to other departments/organisations shall submit AIPR for the year ending on 31.12.2021, latest by 31.01.2022 through e-Office (Sparrow) portal. The URL of the site is [sparrow.cbse.gov.in](http://sparrow.cbse.gov.in). The credentials used for accessing E-office/NIC e-mail are to be used for login to this sparrow site of CBSE. The Officer/official can either fill the form electronically and submit using Digital Signature Certificate (DSC)/E-sign facility or he/she may simply upload the scanned copy of filled and signed proforma enclosed herewith as **Annexure-I**. A NIL report to be submitted even if the information regarding the property is "Nil". While furnishing the information in the AIPR, use of the phrase such as "same as previous year" or "No change" shall not be used. If these phrases are used in the AIPR, such AIPR shall not be accepted. It will be considered that such officer/official concerned has not submitted the AIPR for the year ended on 31.12.2021 and vigilance clearance will not be given in respect of those officers/officials. The user manual for filling online Annual Immovable Property Return (AIPR) through Sparrow portal, is also enclosed as **Annexure-II**

04. All the Officers/officials of the Board as well as the officers/officials on deputation to other departments/organisations and the Officers presently working on deputation in CBSE from other departments, are also mandatorily required to submit their AIPR for the year 2021, latest by 31.01.2022 through SPARROW portal for which link will be available from 01.01.2022 to midnight of 31.01.2022. Thereafter, request for accepting AIPR for the year 2021 shall not be accepted either electronically or through physical mode.

05. It is informed that Government of India's Decisions No. 23 (2) under Rule 18 of CCS (Conduct) Rules-1964, provides as under:

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*“2. It has, however, been noticed that these returns are not submitted in time in many cases. Ministries/Departments are, therefore, requested to ensure that these returns are submitted by all Groups ‘A’ and ‘B’ Officers under their control in respect of every calendar year by 31<sup>st</sup> January of the next year. It may be impressed upon them that failure on the part of a Government servant to comply with the requirement of the aforesaid rule can form good and sufficient reason for instituting disciplinary proceedings against him. Strict action may be taken against employees who fail to submit the returns in time or furnishing wrong information.”*

06. In terms of the above instructions, disciplinary action will be taken against the Officers/officials who do not submit AIPR for the year 2021 latest by 31.01.2022.

07. All the Unit/Branch Heads, Heads of the Regional Offices of the Board and also the Heads of the CoEs are requested to circulate the contents of this office order to the all the officers/officials (Group ‘A’, ‘B’ and ‘C’ in CBSE) working in the respective offices under their control. Signatures of all the officers and officials to be obtained in token of having noted the contents of the circular to avoid any dispute on this issue. If any officer/official is on long leave, deputation or on tour, a copy of this circular may be sent to their available address by speed post and also through mail and to ensure that this office order has been received by such officer/official well in time so that they may be available to submit their AIPR for the year 2021 online from their respective locations before the midnight of 31.01.2022.

08. The above instructions will be applicable in respect of all the Officers/officials of the Board without any exception and no request for grant of vigilance clearance or for exception/condonation shall be entertained.

  
(Giriraj Garg)  
Chief Vigilance Officer

Encl: As above.

**Distribution:**

1. DS to the Chairperson, CBSE for information of the Chairman.
2. SPS to the Secretary, CBSE.
3. PPS to the Director (CTET), CBSE, Patparganj, Delhi.
4. The Director (IT), CBSE, Delhi with the request to upload a copy of this office order on CBSE website.
5. The Director (NE), CBSE, RO, Guwahati.
6. The Regional Director, CBSE, RO, Guwahati.
7. The Regional Director, CBSE, RO, Pune.
8. The Controller of Examinations, CBSE, Delhi.
9. The Director (Academics), CBSE, Rouse Avenue, New Delhi.
10. The Director (Professional Examinations), CBSE, Delhi.
11. The Director (Skill Education & Training), CBSE, Rouse Avenue, New Delhi.
12. Head (Media & Public Relations), CBSE, Delhi
13. Joint Secretary (A&L), CBSE.
14. The Regional Directors/Offices, CBSE & Heads of CoEs.
15. All the Branch Officers with the request to bring this to the notice of the staff members working under them.
16. Notice Board.