

I/32281/2023

**GOVERNMENT OF TRIPURA  
GENERAL ADMINISTRATION (AR) DEPARTMENT**

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No.F.2(4)-GA(AR)/2018(P-II)

Dated 14th December, 2023

**MEMORANDUM**

Subject: Submission of Annual Property Return/Immovable Property Return for the year 2023 by 31st January, 2024 - Regarding.

Attention of all Heads of Departments is hereby invited to the office memo of even number dated October 29, 2018 issued by the GA (AR) Department, Government of Tripura in connection with the submission of APR/IPR online at <https://sparrow.tripura.gov.in>. It has been decided that all officers of State Cadre Services shall submit IPR online for the year 2023, and the closing date for filling of online IPR is **January 31, 2024**.

2. Vigilance Clearance shall be denied to employees who fail to submit their APR/IPR by January 31, 2024. Additionally, hard copies belonging to non-cadre services will not be accepted after the deadline noted above.

3. The Head of Departments shall ensure that all employees belonging to State Cadre services, submit their APR/IPR online at <https://sparrow.tripura.gov.in> for the year 2023, and the closing date for filling up the online IPR is January 31, 2024. In addition, all Group A, B, and C employees belonging to Non-Cadre services shall also submit hard copies of their APR/IPR for the year 2023 to their respective Heads of Department by **January 31, 2024**.

By order of the Governor,

Under Secretary to the  
Govt. of Tripura

To,

All Head of Departments for kind information and necessary action.

Copy to: -

1. The PS to the Chief Secretary, Tripura for kind information of the Chief Secretary.
2. The PS to the DGP, Tripura for kind information of the DGP.
3. The PS to all the Principal Secretaries/Secretaries/Special Secretaries for kind information.
4. The PS to the PCCF, Tripura for kind information.
5. All DM & Collectors, North/Unakoti/Dhalai/Khowai/West/Gomati/ Sepahijala/South Tripura.
6. The Director, IT, ITI Road, Indranagar, Agartala with request to upload the same in the State Portal.
7. The SIO & Director, NIC-Agartala, Tripura is informed to take necessary steps to ensure that the system is made user-friendly. Additionally, any technical issues related to the online submission of IPR, if present, should be addressed well in advance.

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