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GOVERNMENT OF TRIPURA
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE

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Dated, the 20.02.2020

To

The Director of Horti & Soil Conservation,
Govt. of Tripura.

The Joint Director of Agriculture(Res),
SARS,AD Nagar.

The Director,T-SAMETI,Lembucherra.

The Principal,UGTC,Lembucherra.

The PO(Agri),TTAADC,Khumulwng,

The Dy. Director of Agriculture,

West/South/North/Dhalai/Unakoti/Gomati/Khowai/Sepahijala,

Subject: Filling up of online IPRs (Immovable Property return) in SPARROW-reg.


Sir,

Enclosed, please find herewith the guidelines for online filling up of IPRs
in SPARROW by 25/02/2020 positively.

Please treat these as most urgent.

Enclo:- As stated.

Yours faithfully


(Dr. D. P. Sarkar)
Director of Agriculture
Govt. of Tripura.

Copy to:

1. The Addl. Secretary to the Govt. of Tripura, GA(AR) Deptt., Secretariat, New Capital Complex, Kunjaban, Agartala.

-: Guideline:-

Step by step for filling IPR in SPARROW

1. Website: **sparrow.tripura.gov.in/IPR**
2. Type user ID (Gov. mail ID of Concern person)
3. Password (Password of Gov. mail ID)
4. Select- IPR
5. Select-Declaration.
6. Select-New IPR form.
7. Fill up all displayed column (Hard copy prepare before going for online submission as per enclosed format).
8. If more than one properties can do save draft mode, or select for new format by selecting + (Plus) sign.
9. Submit.
10. Select option of e-signing (not DSC)
11. Aadhaar number.
12. Submit
13. Close.

Basic information required for filling IPR online in SPARROW by individual staff/Officer.

1. Name of the Government employee in full:-
2. Service to which he/she belongs:-
3. Total length of service(upto 31.12.2019):-
4. Present post held:-
5. Place of posting :-
6. Total annual income from all sources:-
(1st January, 2019 to 31.12.2019)

Property detail-(Property detail location)

- 1) State:- District Sub Division; Taluka:

 Village /City Complete address: Pin-code:

- 2) Name, details of property, housing, land and other building.
 - i) Property type : Description:

- 3) Cost of construction/Acquirement including land in case of house

 Year of (purchased/acquired)

- 4) Ownership –
 Owned by Officer Yes/ No.

- 5) Present value of the property
 (If not known exact amount, approx)

- 6) How acquired/Purchased property:-
 - i) From whom it acquired
 - ii) Name of the person from whom acquired.
 - iii) Date of acquired.