



**Directorate General of Human Resources Development  
Central Board of Indirect Taxes & Customs,  
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F.No. 259/01/BVS/HRD(HRM-I)SPARROW/IPR/2018

Dated: 31.12.2018

To

The Principal Chief / Chief Commissioners of Customs and GST (All),  
The Principal Director/ Director Generals of Customs and GST (All),  
The Commissioner I/ C of Directorates (All),  
The Commissioner, Settlement Commission (All),  
The Commissioner, CESTAT (All),  
The Commissioner, Authority of Advance Ruling (All),  
The Chief Controller of Factory, Gwalior / Narcotics Gwalior.

Sir / Madam,

**Subject: Online filing of Immovable Property Return - reg.**

You would be aware that the Annual Immovable Property Return (IPR) has to be mandatorily filed Online by each officer of IRS (C&CE). The IPR for the year 2018 as on 01.01.2019 is to be filed between 01.01.2019 and 31.01.2019. The necessary IPR module for filing the IPR online can be accessed by logging into <https://sparrow-irs.eoffice.gov.in>. The detailed instructions for filing the IPR online are available on <http://dghrdcbic.gov.in/> at **HRM 1 ► SPARROW ► SPARROW help manual ► Online Filing of IPR : Step by Step Guide.**

2. One of the important prerequisites for online filing of IPR is that the mobile number used by the officer should be linked with his Aadhaar Number so that One Time Password can be sent to the mobile number for e-signing the IPR. Accordingly, please ensure that each Group 'A' officer working under your charge is having Aadhaar Card which is linked to his / her mobile number.

3. It is clarified that DGHRD has been mandated only with the scanning and uploading of IPRs in respect of Group 'A' officers and to make it available in public domain. DGHRD is only the custodian of IPRs and does not deal with the processing of IPRs in any way including its acceptance. Accordingly, any intimation about the acquisition / disposal of property has to be filed with the Competent Authority only and no correspondence is to be made with DGHRD in this regard. It is also clarified that no record of any such intimation / correspondence will be maintained with DGHRD apart from the Annual Immovable Property Return which is to be filed online now. It is also clarified that no scan of intimation correspondence other than IPRs should be uploaded online.

4. Each formation has nominated an officer for the role of custodian who can download the IPRs available in public domain. It will be the responsibility of the custodian to download all the IPRs filed by the officers in his Commissionerate Directorate / formation and forward it to the Competent Authority for scrutiny and further appropriate action including acceptance.

5. The above instructions should be strictly followed.

6. This issues with the approval of the DG(HRM-I)

Yours faithfully,

डी.जी.एच.आर.डी. (BV335)  
प्रो.सं. ....  
क्र.सं. 4189-4243  
दि. 31/12/18

प्रेषित

  
31/12/18  
Samriti Goel Sakan  
Additional Director