



**Directorate General of Human Resources Development
Central Board of Excise & Customs,
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Fax: 011-23748050 (www.dghrdcbec.gov.in)**

F.No.8/B/328/HRD(HRM)/IPR/2016

Dated: 19.12.2016

To

The Principal Chief / Chief Commissioners of Customs and Central Excise (All)
The Principal Director/ Director Generals of Customs and Central Excise (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.

It has been decided that henceforth, the Annual Immovable Property Return(IPR) has to be mandatorily filed Online by each officer of IRS (C&CE). The IPR for the year 2016, which is to be filed w.e.f. 01.01.2017 and has to be done online by 31.01.2017. The necessary IPR module for filing the IPR online has been integrated in the SPARROW by NIC which can be accessed by logging into <https://sparrow-irs.eoffice.gov.in>. The detailed instructions for filing the IPR online are attached as Annexure 'A'.

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. In case an officer is not having an Aadhaar card, the officer may be directed to get one issued at the earliest as it is essential for online filing of IPR.

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.

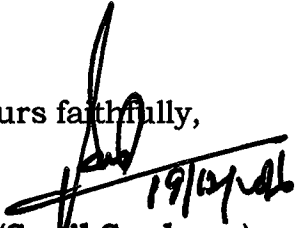
4. Each formation has nominated an officer for the role of custodian who can download the IPRs after logging into SPARROW. It will be the responsibility of the custodian to download all the IPRs filed by the officers in his Commissionerate / Directorate / formation and forward it to the Competent Authority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

5. The above instructions should be strictly followed and the matter may be treated as top priority in view of the timeline available for taking necessary action.

6. This issues with the approval of the Member (Admin).

Encl: as above

Yours faithfully,


(Sunil Sawhney)
DG, HRD

डी.जी.एच.आर.डी. (BVSSS)
प्रसंक्र. 6490-6550
क्रम सं. 19/12/2016
दिनांक 19/12/2016
प्रसंक्र.

Annexure A

Step by step guide for filing IPR Online.

1. Open the url <https://sparrow-irs.eoffice.gov.in/> in Mozilla browser. The software runs smoothly on Mozilla browser and thus it is recommended to install Mozilla browser. Then the "**SPARROW - Read Me**" window (given below) will open which shows the information about the e-signing facility in the SPARROW.
2. The read me window will have two buttons namely **Close** and **Continue** marked in blue, you can click any of the two buttons they will be doing the same function. On clicking any of the above two buttons, the user will be directed to the login screen of the SPARROW .
3. The "**Smart Performance Appraisal Report Recording Online Window**" screen will open up which is essentially a login screen for SPARROW. The screen will have three fields "**Username**", "**Password**" and "**Captcha**".
4. The username will be the NIC email id and only the name before "**@**" should be entered. For example if your NIC email is anish.upadhay@nic.in or anish.upadhay@gov.in, then, the user id will be anish.upadhyay.
5. The password for the application will be same as your NIC email ID password.
6. The Captcha as given in the box should be entered then click the "**Login**" button. By default, the SPARROW window will open up as shown in the next page. It may also open a POP UP Window for Aadhaar verification which can be simply closed.
7. After successful login, the SPARROW window which opens will have a IPR tab at the left bottom below which there is a link "**Declaration for IPR**" officer has to click the IPR tab which is in the left side.

8. For Filling up the IPR online officer has to Click **Declaration for IPR link** to proceed further. After that he has to select the **Year for filing the return**. Then he has to click the "**Fill New Declaration**" button.

9. Officer has the option to Upload manually filled and scanned pdf forms for which separate link is available.

10. A **unique Application No** would get generated after successfully filing of the return.

11. Officer also has the option to copy the details of IPRs from previous returns. In this case user can use the values from the previous return (immediate previous year).

12. Officer also has the option to upload **Nil Return**. As a result of this, all the columns of the form would get pre-populated with "**NIL**" value. However, wherever required, the officer can fill the information in the desired columns.

13. For more details the officer is requested to visit the website of DGHRD (<http://www.dghrdcbec.gov.in/>) and click on the user manual for uploading of IPR in main page.