



**Directorate General of Human Resources Development
Central Board of Excise & Customs,
Bhai Vir Singh Sahitya Sadan, 2nd & 3rd Floor, Bhai Vir Singh Marg
Gole Market, New Delhi-110 001
Fax: 011-23748050
(www.dghrdcbec.gov.in)**

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

Dated: 23.02.2017

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 writing of IPR for IRS(C&CE) officers of CBEC- reg.

Please refer to this office letter of even number dated 19.12.2016 (copy enclosed) where in vide para 4 it was stated that it will be the responsibility of the Custodian of each formation to download the IPR after logging into SPARROW and forward it to the competent authority for scrutiny and further appropriate action including acceptance.

2. At present SPARROW does not support the download by Custodian. Accordingly, in partial modification to the para 4 of the above mentioned letter, it is clarified that after filing the IPR online in SPARROW, the officer should take a print out of the IPR filed online and submit it to Competent Authority for scrutiny and further appropriate action including acceptance.

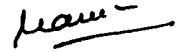
3. Further reference is invited to this office letter F. No 8/B/309/HRD(HRM)/APAR/2016/Pt-I dated 17.01.2017 (copy attached) wherein it was stated that in case the officer is not able to file their IPR online using SPARROW due to login issues, he may file the IPR manually and upload the scanned copy of manually filed IPR in SPARROW as soon as the login issue is resolved.

4. However, many officers have not yet filed / uploaded their IPRs for year 2016 in the SPARROW. All the officers who have filed their IPRs manually should immediately upload the same in SPARROW.

This issues with the approval of DG, DGHRD.

Yours faithfully

Enclosure: As above



(Manish Goyal)
Additional Director (HRM-I)

डी.जी.एच.आर.डी. (DVSSS)

प्रेषक.....
क्रम सं. 2573-2633
दिनांक 23.2.12

प्रेषित



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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.

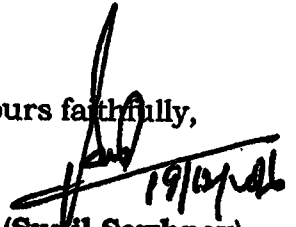
4. Each formation has nominated an officer for the role of custodian who can download the IPRs after logging into SPARROW. It will be the responsibility of the custodian to download all the IPRs filed by the officers in his Commissionerate / Directorate / formation and forward it to the Competent Authority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

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



24

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Fax : 011-23748050 (www.dghrdcbec.gov.in)**

F No. 8/B/309/HRD(HRM)/APAR/2016-Pt I

Dated: 17 .01.2017

To,
The Principal Chief Commissioner /Chief Commissioner (All),
The Principal Director General/ Director General(All),
The Principal Commissioner/ Commissioners i/c of Directorates(All),
The Principal Commissioner/ Commissioners(All),
The Chief Controller of Factories/ Narcotics Commissioner, Gwalior.

Sir/Madam,

Subject: Online filing of IPR in SPARROW for the year 2016-reg.

As you are aware that the online filing of IPR for Group 'A' officers of CBEC has been made operational with effect from 1st January, 2017.

2. It has been brought to notice that few officers are facing problem while logging in to SPARROW and thus finding difficulty in filing IPR online. Group 'A' officers are advised that in case they are facing persistent problem in logging in for online filing of IPR, they should file IPR manually in physical form (as was being done earlier) before the last date of filing the IPR, i.e., 31st January, 2017.

3. The IPR module provides for uploading of scanned copy of physically filed IPR also. All the officers are further advised that in case they have filed the IPR manually, they should upload the scanned copy of physically filed IPR in the IPR module of SPARROW as soon as their problem related to logging in SPARROW is resolved.

4. All those officers who are filing physical IPR are also advised to send a copy of the IPR by email to Shri Anish Upadhyay (Assistant Director, HRM) at the email id: ipr.dghrd@gov.in.

This issues with the approval of DG, DGHDRD.

Yours faithfully,

श्री.जी.ए.उपाध्याय
प्रेषक.....
क्रम सं..... 450 (A)
दिनांक..... 18/1/17

Manish
17/1/2017
(Manish Goyal)
Additional Director