



GOVERNMENT OF INDIA  
DIRECTORATE OF INCOME TAX  
HUMAN RESOURCE DEVELOPMENT  
CENTRAL BOARD OF DIRECT TAXES

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F.No. HRD/PMD/13/444/6/IPR-18/2017-18 | 5173

Date: 28/12/2017

To,

All Principal Chief Commissioners of Income Tax(Cadre Controlling Authorities/  
All Principal Directors General of Income Tax of Attached offices, Directorates of  
CBDT and Principal Director General of income Tax(Training), NADT, Nagpur.

**Sub: Online submission of Immovable Property Return (IPR) as on 01.01.2018  
through Property Return & Intimation Module (PRI) module of HRMS-  
reg.**

Madam / Sir

Kindly refer to the above cited subject.

2. Property Return & Intimation (PRI) Module of Human Resource Management System (HRMS) as part of ITBA (Income Tax business Application) is available on the ITD intranet since 21<sup>st</sup> October, 2016. In this context, it is to inform that Immovable Property Return (IPR) for the year ending 31.12.2017 i.e. as on 01.01.2018 may be filed online through PRI Module of HRMS.
3. The steps to file the Immovable Property Return through HRMS on ITBA portal of the department is given below:

**Main Menu > ESS(Employee Self Service) > Property Return & Intimation > File Property Return.**

4. The PRI module is accessible through ESS link on home page of ITBA portal and hence **RSA token is not required for accessing this module**. The necessary steps to be followed IPR is as follows:
  - a) Fill up IPR details on line in the given pro-forma and save it ;
  - b) Click save button ;
  - c) If "Do you have DSC token to digitally sign the IPR" Check box is ticked Yes, then the User will be led to "Submit or Revise Button".
  - d) Employee will be redirected to another page for digitally signing the document. After signing the IPR, signed IPR will open and Employees IPR will be taken on Record. View IPR and Print Acknowledgement Button will be enabled on page (for digitally signed IPR).

Contd....



In case of no DSC or not signed digitally

- a) If the check box as mentioned above is ticked 'NO' then the user will be led to 'Submit or Revise Button'. Message will Pop Up "Take print out of IPR and attach the signed IPR, then submit the IPR".
  - b) Take print out and sign it.
  - c) Attach signed and scanned copy of IPR through attachment option.
  - d) Press the 'Submit button', it will go to competent authority.
5. The Flow Chart of the steps involved, as explained above, is enclosed herewith.
6. In the above context, It is requested that necessary direction may be issued to all the concerned officers in your region to submit their IPR online through IPR Module of HRMS in ITBA and to all Group 'A' IRS officers to digitally sign the IPR using DSC. The problem faced may also be logged in to HRMS portal (may be emailed to [support.hrms@incometax.gov.in](mailto:support.hrms@incometax.gov.in).)
7. Further, in the light of instruction of DoPT communicated vide OM No.11013/3/2011-Estt.A dated 11<sup>th</sup> April regarding requirement of placing the Immovable property Returns(IPRs) submitted by all Group 'A' officers in public domain, IRS officers are requested to upload their Immovable Property Returns (IPRs) along with proof of submission on the website [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in), Instruction to upload the IPRs on the website is also being issued (copy enclosed).
8. This issues with the approval of Chairman, CBDT.

Encls : As above

Yours faithfully,

*Shashikajle*  
28/12/17

(Shashi Kajle)  
Joint Director of Income Tax(HRD)

Copy to :-

1. PPS to Member (Admin.) CBDT.
2. Web Manager, for [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in) to upload it on the website.

*Shashikajle*  
28/12/17

Joint Director of Income Tax (HRD)

## Annexure- A

Main Menu > ESS(Employee Self Service) > Property Return & Intimation > File Property Return.

The PRI module is accessible through ESS link on home page of ITBA portal and hence **RSA token is not required for accessing this module**. The necessary steps to be followed IPR is as follows:

- a) Fill up IPR details on line in the given pro-forma and save it.
- b) Click save button and
- c) If "Do you have DSC token to digitally sign the IPR" Check box is ticked then on click of "Submit or Reverse Button".
- d) Employee will be redirected to another page for digitally signing the document. After signing the IPR, signed IPR will open and Employees IPR will be taken on Record. View IPR and Print Acknowledgement Button will be enabled on page (for digitally signed IPR).

### In case of no DSC or not signed digitally

- a) If the check box as mentioned above is not ticked then on click on submit or **Revise Button**. Message will Pop Up "Take print out of IPR and attach the signed IPR, then submit the IPR".
- b) Take print out and sign it.
- c) Attach signed and scanned copy of IPR through attachment option.
- d) Press the 'Submit button', it will go to competent authority.

*Shashikajle*  
28/12/17  
(Shashi Kajle)  
JDIT (PMD & HRMS)(HRD)

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D.N. 5174

F.N.HRD/PM/444/6/IPR-17/17-18/  
Government of India  
Ministry of Finance,  
Central Board of Direct Taxes,  
[DIRECTORATE OF INCOME TAX (HRD)]  
.....

New Delhi, dated the 28<sup>th</sup> December, 2017

OFFICE MEMORANDUM

**Subject: Uploading of immovable property Returns (IPRs) by IRS Officers.**

Kindly refer to the above.

2 In this context, it is to inform that immovable property Returns (IPR) for the year 2017 i.e. as on 01.01.2018 is to be uploaded by IRS officers themselves on the website, [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in). It is further advised that scanned copy of evidence or proof of submitting the IPR has also to be uploaded.

3 For the above purpose, a link: "Upload IPR" has been provided on the said website which is functional. It is, therefore, requested that IRS officers have to scan their IPR for the year along with the copy of acknowledgement generated from HRMS (in case officer has submitted through HRMS) in PDF format only and save it as a single PDF file on their desktops and, thereafter, upload the same using the link. For further Information, "Instructions for uploading IPR for the year 2017" which are enclosed, may please be seen.

4. This issues with the approval of Chairman, CBDT.

Encls : As above

*Shashikajle*  
28/12/17  
(Shashi Kajle)  
Joint Director of Income Tax (HRD)

Copy to:-

1. All IRS officers (through the website [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in))
2. All Pr.CCsIT (CCA)/ All Pr.DsGIT/DsGIT
3. Chairman, CBDT/Members, CBDT/JS(Admin), CBDT
4. Web Manager, for [www.Irsofficersonline.gov.in](http://www.Irsofficersonline.gov.in) with the request to upload the above O.M.

*Shashikajle*  
28/12/17  
Joint Director of Income Tax (HRD)



### Instructions for uploading IPR for the year 2017

1. The immovable Property Returns (IPRs) for the year 2017 as on 01.01.2018 will be uploaded by the IRS officers themselves on the website: [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in).
2. In the individual officer's dashboard, i.e. on the main page of the website there are two links for IPR available in left side columns: "View IPR" link is for general public and "Upload IPR" is for IRS officers to upload their IPRs for the year 2017.
3. Till the time this link is not made available, the IRS officers can login into CMS (Cadre Management Systems) through the link "Cadre Management System (CMS)" and then clicking on "Login to CMS" which appears just above. "View public profile by civil code".
4. To upload IPR, one has to click on "Upload IPR" in the dashboard or if logged in to CMS, to click on "My account" tab and then "Upload IPR" link which appears at the bottom,
5. The IRS officers have to scan their IPRs for the year 2017 along with the copy of forwarding Letter received by their superior officers (duly stamped)/ copy of acknowledgement generated through HRMS in case IPR has been submitted through HRMS. The scanned document has to be in pdf format only (multiple pages).
6. The IRS officers are advised to upload the copy of forwarding letter received by their superior officers (duly stamped)/ acknowledgement generated through HRMS along with the IPR as this would facilitate in issuing vigilance clearance for deputation etc.
7. The maximum size allowed to upload is 2 MB. For getting the scanned image within the prescribed size, the settings of the scanner may be changed appropriately, e.g., resolution may be kept low etc.
8. Once the IPR file is uploaded on [irsofficersonline.gov.in](http://irsofficersonline.gov.in), it remains in 'saved' state. But it is still not available in Public domain. At this stage, the Officers can delete the file in case there is an error in uploading the right file.
9. To put IPR in public domain, officers need to "submit" the IPR in action column in the table below.
10. Once submitted, the officers will not be able to make any change in IPR and it will be available in the Public domain.
11. Acknowledgement of IPRs posted in the public domain can be printed from the link: "IPR status."
12. In case, there is a need of filing a supplementary IPR or a corrected version after the first one has already been placed in public domain, the same can be uploaded with appropriate comments in the "remarks, if any" text box.