



OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
WEST BENGAL & SIKKIM

ESTABLISHMENT SECTION, AAYAKAR BHAVAN, Room No. 1/9,
P-7, CHOWRINGHEE SQUARE, KOLKATA- 700 069. Fax:033-22136609.

No. Pr. CCIT/WB & S/ Estb./C-2/IPR/2021-22/ 78

Date: 31.08.2021

To
All the Gazetted Officers
Under Principal Chief Commissioner of Income Tax,
West Bengal & Sikkim,

Sir/Madam,

Sub: Communication of manual IPRs for the Year ending 31.12.2020 (as on
01.01.2021) - regarding

Ref: F. No. HRD / PM / APAR / 403 / SPARROW / 2021-22 / 4749, dated 26.08.2021

Kindly refer to the above.

I am directed to refer to the instruction received from the CBDT, HRD vide letter
F. No. HRD / PM / APAR / 403 / SPARROW / 2021-22 / 4749 dated 26.08.2021

In this regard I am directed to request that those who have not submitted the IPR
for the year ending 31.12.2020 through Sparrow Portal but submitted the same manually
or through HRMS within due time i.e. 31.01.2021, may kindly submit a physical copy of
already submitted IPR for the year ending 31.12.2020 along with proof of submission of
the same, to the office of the Addl. CIT, Hqrs. (Pers & Estt), Kolkata positively by
14.09.2021 so that it can be sent to HRD in time

Yours faithfully,

(Suman Ghosh)

A. C. I. T., Hqrs., (Pers. & Estt.), Kolkata
For Principal CCIT, W. B. & Sikkim

Copy for information to the

1. ITGOA,
2. IRS Associations

(Suman Ghosh)

A. C. I. T., Hqrs., (Pers. & Estt.), Kolkata
For Principal CCIT, W. B. & Sikkim