



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.
E-Mail ID: kolkata.dcit.pers.est@incometax.gov.in

No.DC/ESTT./C-4/KOL/IPR/2020-21/ 163

Dated: 04/01/2021.
06

To
All the
Chief Commissioners of Income Tax, Kolkata/Director General of Income Tax, Kolkata/
Principal Commissioners of Income Tax, Kolkata/ Commissioners of Income Tax
Commissioners of Income Tax (Appeals), Kolkata/CIT, TDS/CIT (IT & TP), DIT(Inv)/ADIT
(Inv)/ DCsIT/ACsIT/CIT, DR (ITAT)/CIT, DR (Settlement)/CIT (CO), Kolkata/
Addl. CsIT/J Cs IT/ITO/All other Group B and Group A officers
Working under the jurisdiction of Principal CCIT, West Bengal & Sikkim

Attn: All the DCIT (HQ)/ ACIT (HQ)/ITO (HQ), Kolkata
Sir/Madam,

**Sub: Uploading of Immovable Property Returns (I. P. R.s) for the year 2020 (as
on 01-01-2021) Under CCS(Conduct) Rules, 1964 - request for.**

I am directed to circulate copy of letter F. No. HRD/PMD/13/444/6/IPR-20/2020-21/6694, Dt. 04.01.2021 of Addl. Director General-1, Directorate of Human Resource Development (HRD), C. B. D. T. New Delhi on the subject captioned above for your kind perusal.

As directed, you are requested to kindly bring the contents of the letter (enclosed) to the notice of all the concerned officers posted under your administrative control for necessary compliance.

Encl: As above

Yours faithfully,

Suman Ghosh
06/01/2021
(Suman Ghosh)
Assistant COMMISSIONER OF INCOME TAX,
HQRS., ESTABLISHMENT, KOLKATA.
FOR Pr. CCIT, WB & Sikkim



Government of India
Directorate of Income Tax
(Human Resources Development)
Central Board of Direct Taxes

2nd Floor, JLN Stadium, Pragati Vihar, New Delhi -110003.

F.No.HRD/PMD/13/444/6/IPR-20/2020-21/ 6694

Dated: 04.01.2021

To,

All the Pr.CCsIT, Pr.DGsIT
CCsIT,DGsIT

Sir/Madam,

Sub: Filing of IPR for the year 2020-21-reg.

Kindly refer to the subject mentioned above.

It is informed that all Group A & B officers presently writing their APARs on SPARROW portal will be filing their IPR mandatorily on SPARROW portal by 31.01.2021.

The officers/officials still writing APAR on HRMS, may file their IPRs on HRMS.

The process to file IPR on SPARROW is as under: -

- Log in on Parichay.
- Go to IPR from the left bar.
- Click IPR and choose declaration.
- Either fill the format or upload physical copy.
- Submit through e-sign/DSC.

Kindly inform all field formations in your charge regarding the same.

This issues with the prior approval of Pr.DGIT (HRD).

Yours sincerely

(MEETA SINGH)

Additional Director General-1
Directorate of Human Resource Development