SPARROW- Training of Primary Custodians and PAR Managers on filing of IPRs

HRD SPARROW TEAM

SPARROW
Compiled Guidelines

30th April 2025

Government Of India
Ministry of Finance
Central Board of Direct Taxes
Directorate Of Income Tax
Human Resource Development
New Delhi

SPARROW Compiled Guidelines are available on irsofficersonline.gov.in at HRD Corner → Manual/SOPS

Consequences of non-filing of IPRs

- **DoPT OM No. 104/33/2024-A VD-IA dated 09.10.2024**, which states that vigilance clearance **shall be denied to an officer**, if he/she fails to submit his/her annual immovable property return of the previous year by 31st January of the following year in the following cases:

  i. Empanelment

  ii. Ex- India study leave

  iii. Any deputation for which clearance is necessary and extension there of

  iv. Appointment to sensitive posts

  v. Assignments to training programmes except mandatory training

  vi. Confirmation in service

  vii. Retirement on VRS

  viii. Post-retirement commercial employment

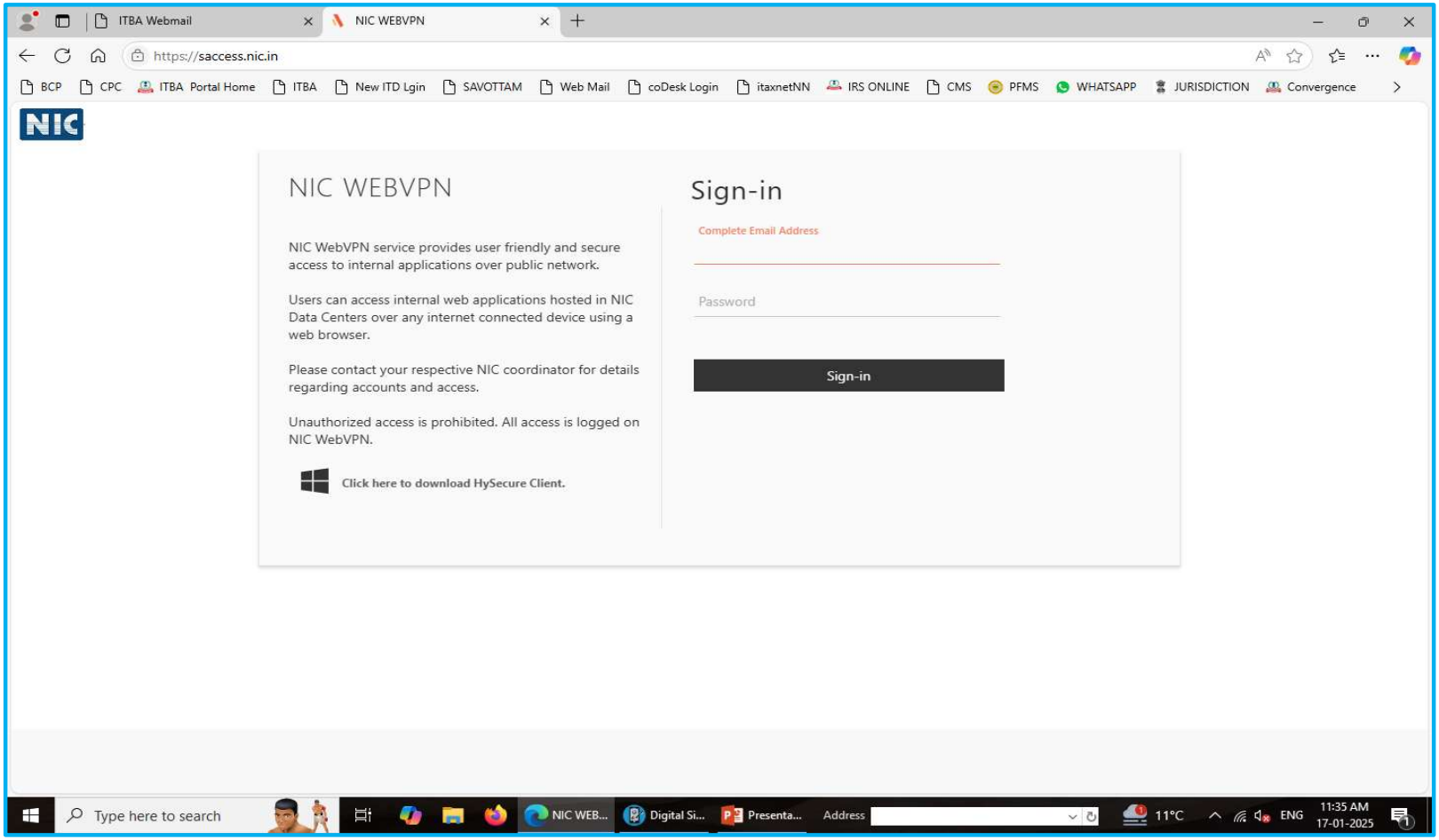
  ix. Pre-mature repatriation (voluntary) from any deputation

Implementation of SPARROW
Income Tax Department

- How to access to Sparrow Portal
- How to file IPR
- How to register E-hastakshar (e-Sign)

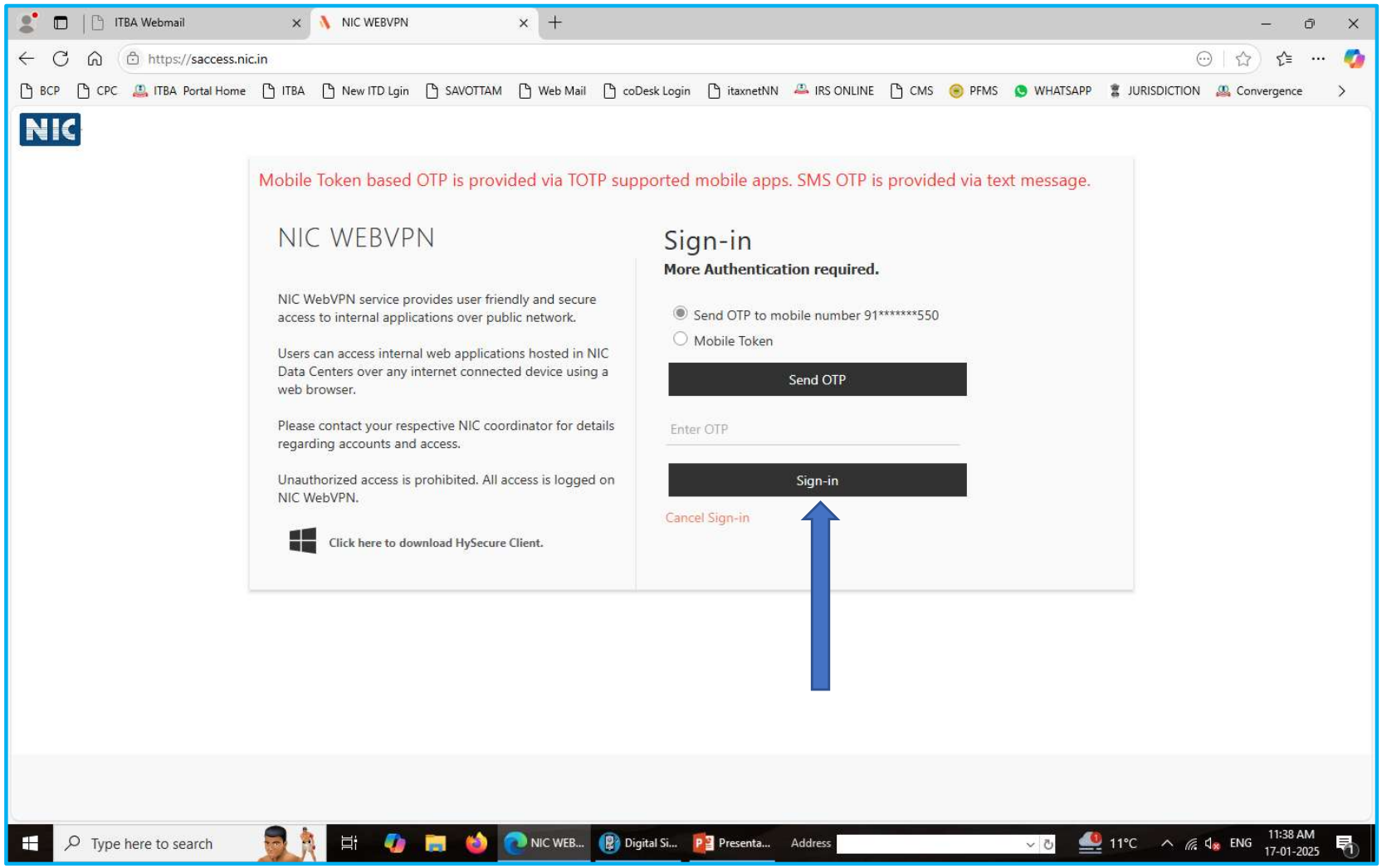
Access to SPARROW Portal

- To access SPARROW portal, you have to follow two steps
- STEP-1: Login to “https://saccess.nic.in”.
- The following page will appear.

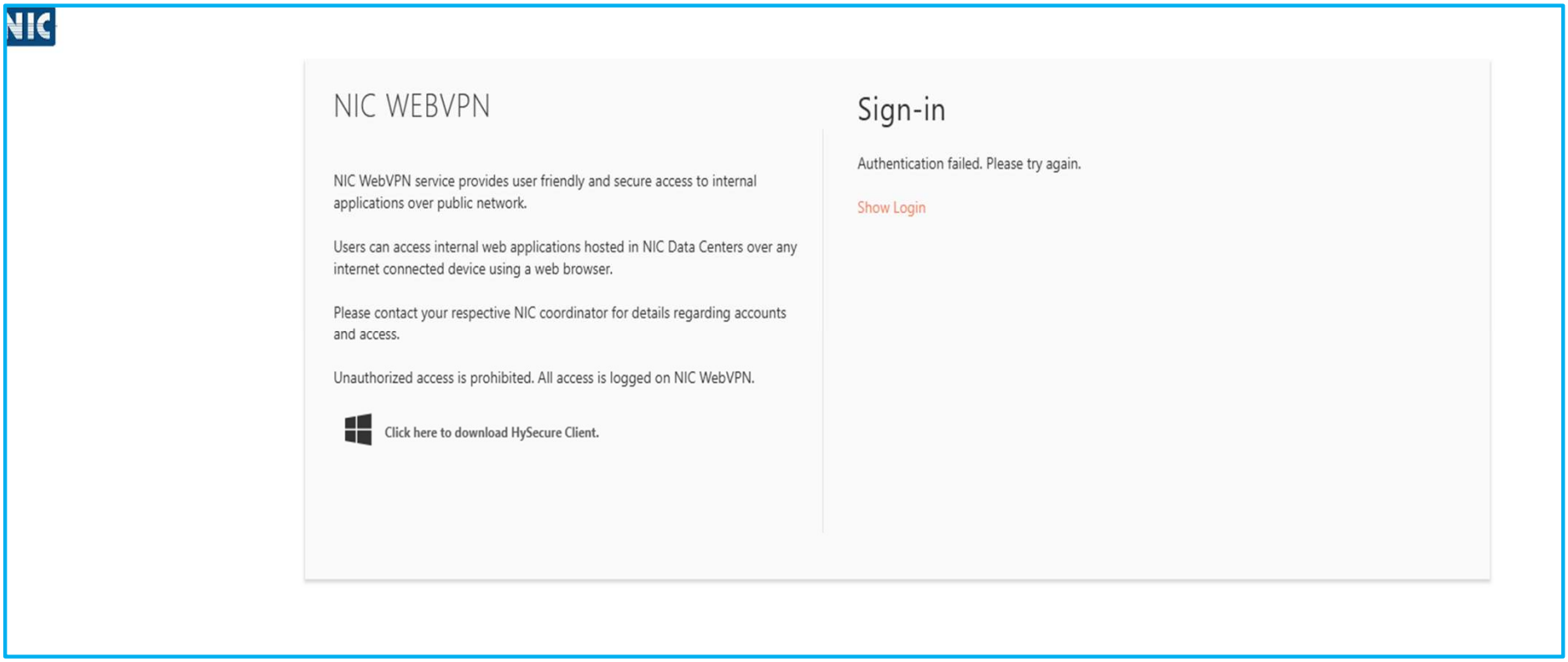


- Enter your **SPARROW Id** and **password** and then click on “**Sign-in**”.

- Click on Send OTP. The user will receive an OTP on their registered mobile number.
- Enter the OTP and then click on “Sign-in”



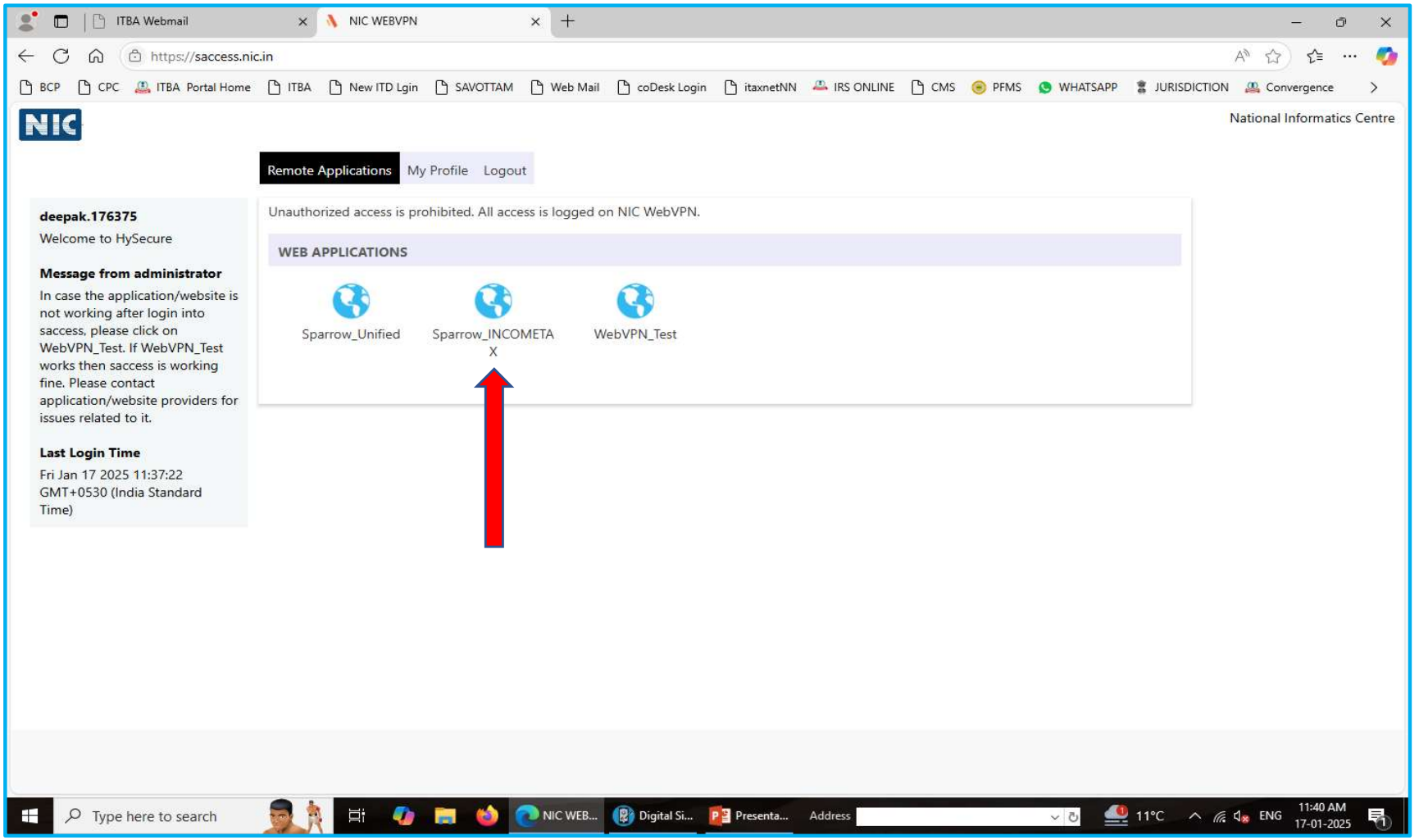
Authentication Failed Error



If this screen appears, this error generally occurs due to :-

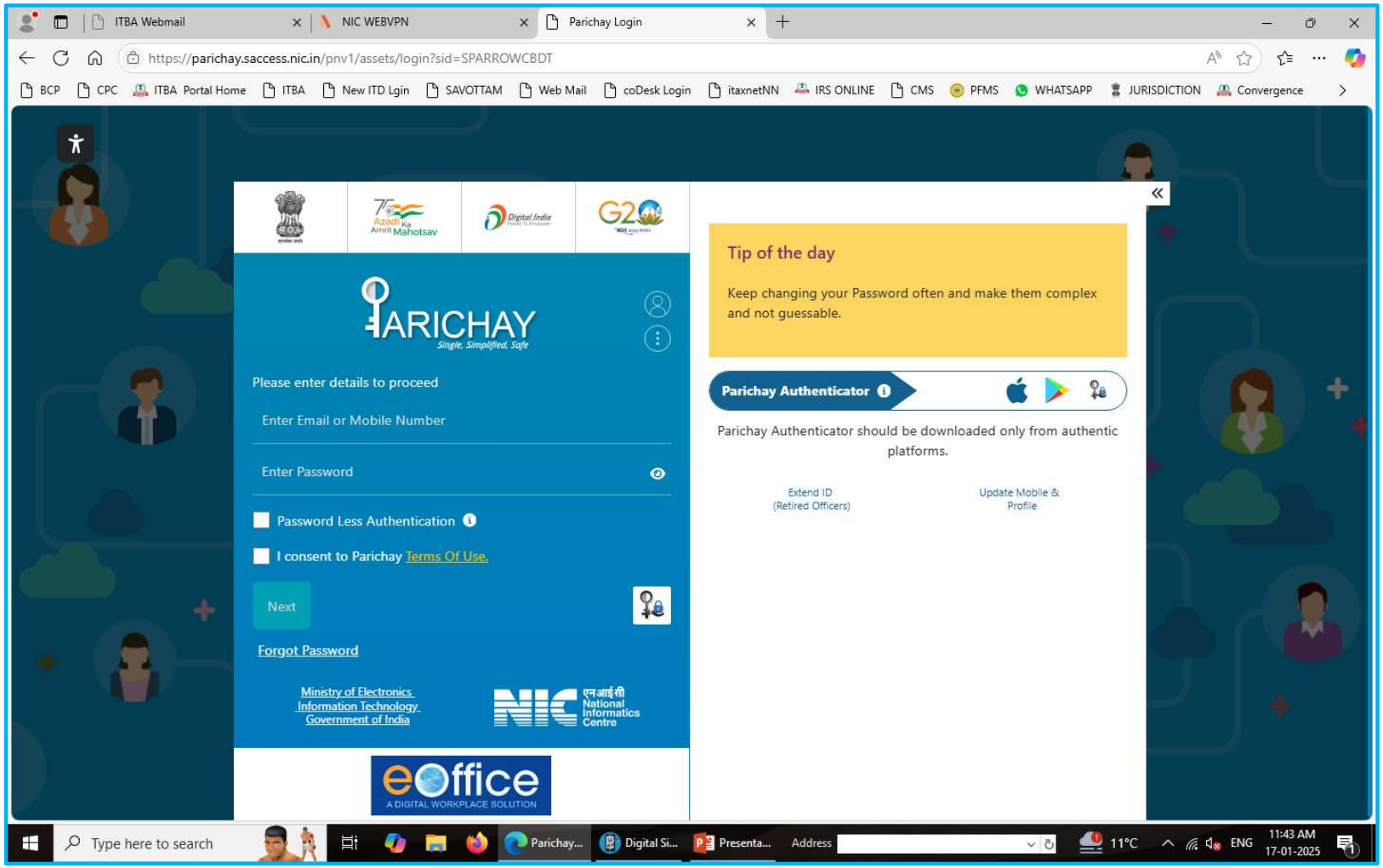
- Wrong User id
- Wrong Password
- Non-Creation of WebVpn Account. For this error, user may use webVPN account of someone else to access the Parichay Portal.
- If the password is wrong, use the link https://parichay.nic.in/pnv1/assets/login/forgot-password?sid=1234567899 to reset your password and then try again.

- Following screen will appear, if no error occurs while login to webVPN. Then follow STEP-2



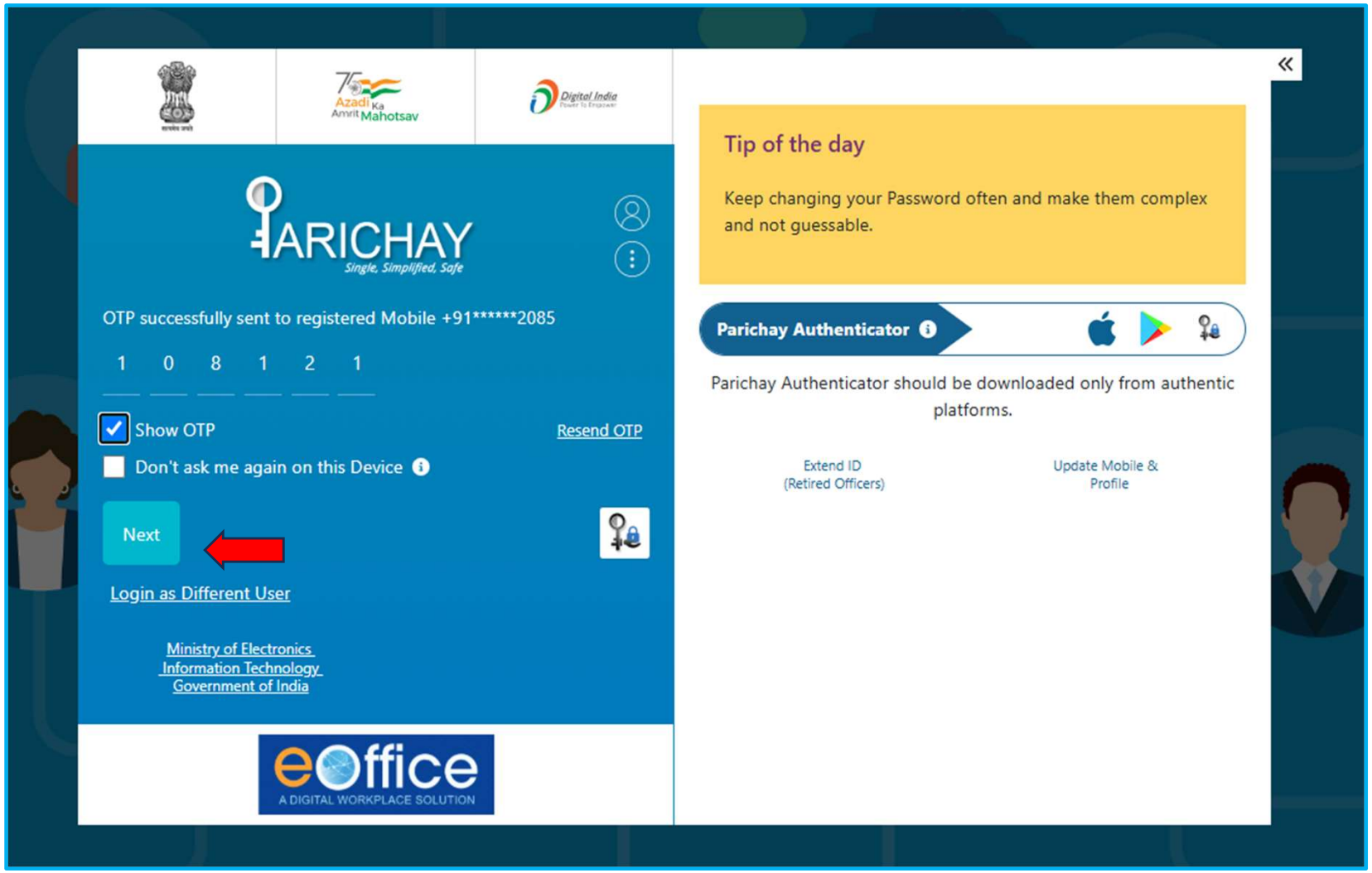
STEP-2: Click on "**Sparrow_INCOMETAX**" icon which will lead you to Parichay portal

- Enter your SPARROW id and password.
- Click on “**I consent to Parichay**” check box and then click “**Next**”.



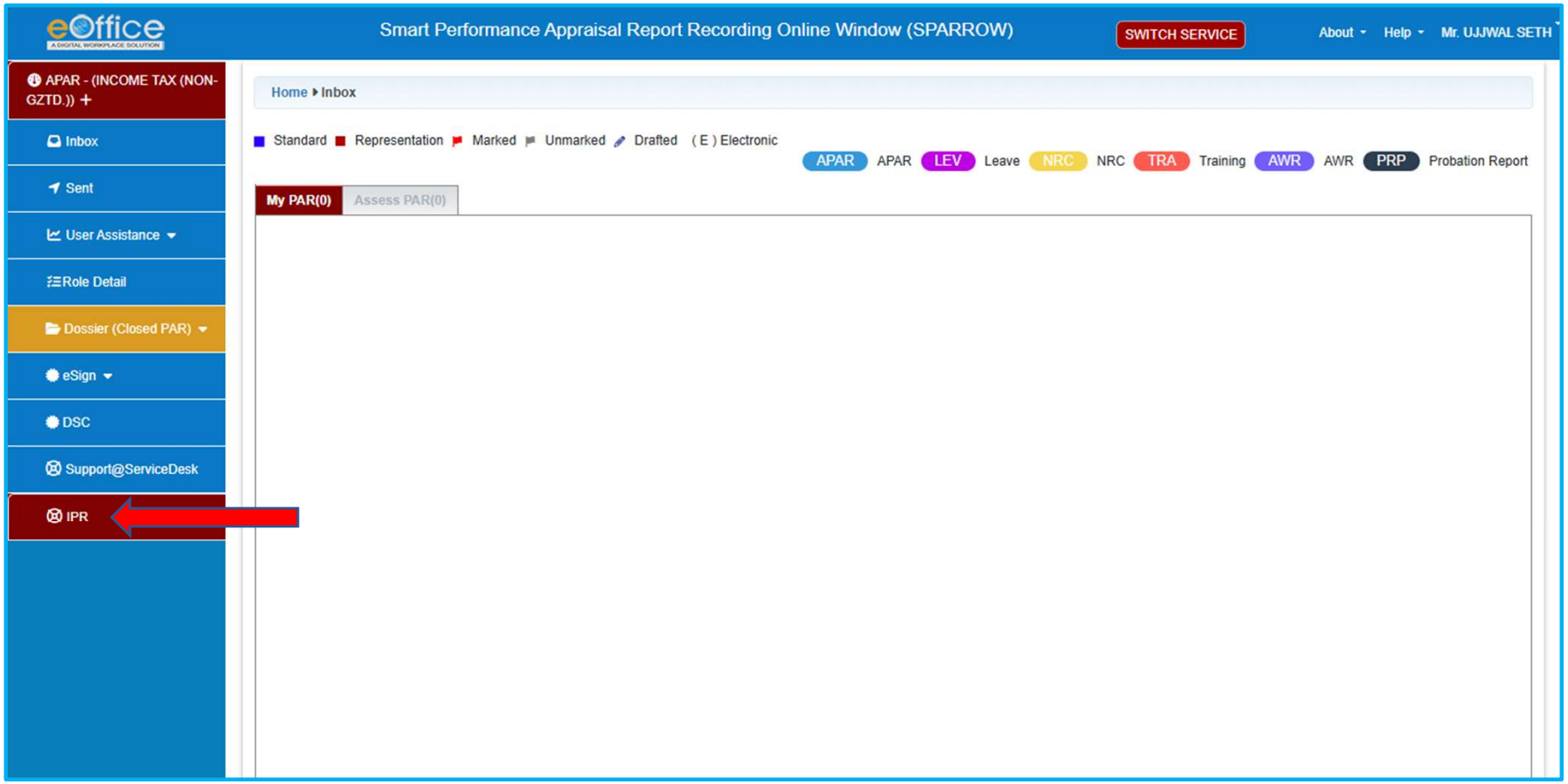
- The user will receive an OTP on their registered mobile number.

➢ Enter the OTP and then click “**Next**”

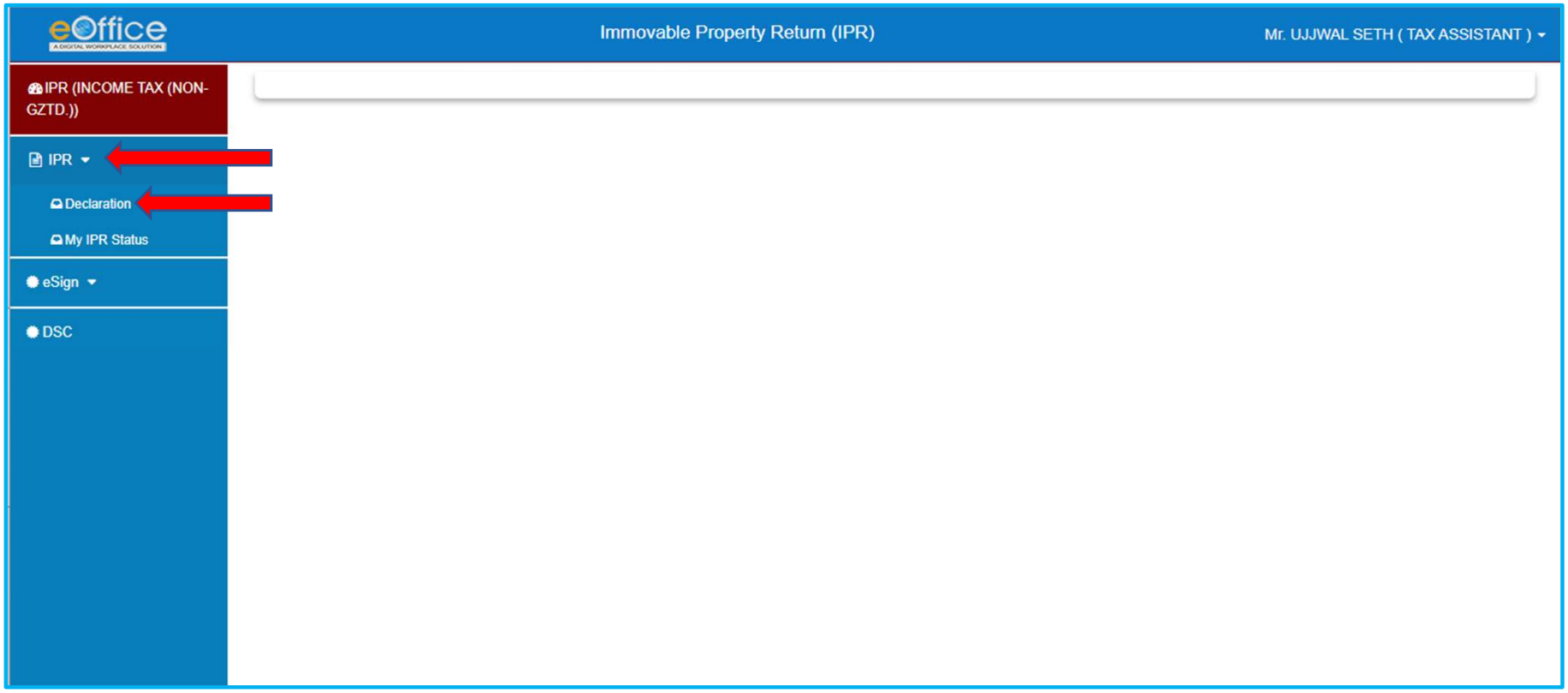


Filing of IPR

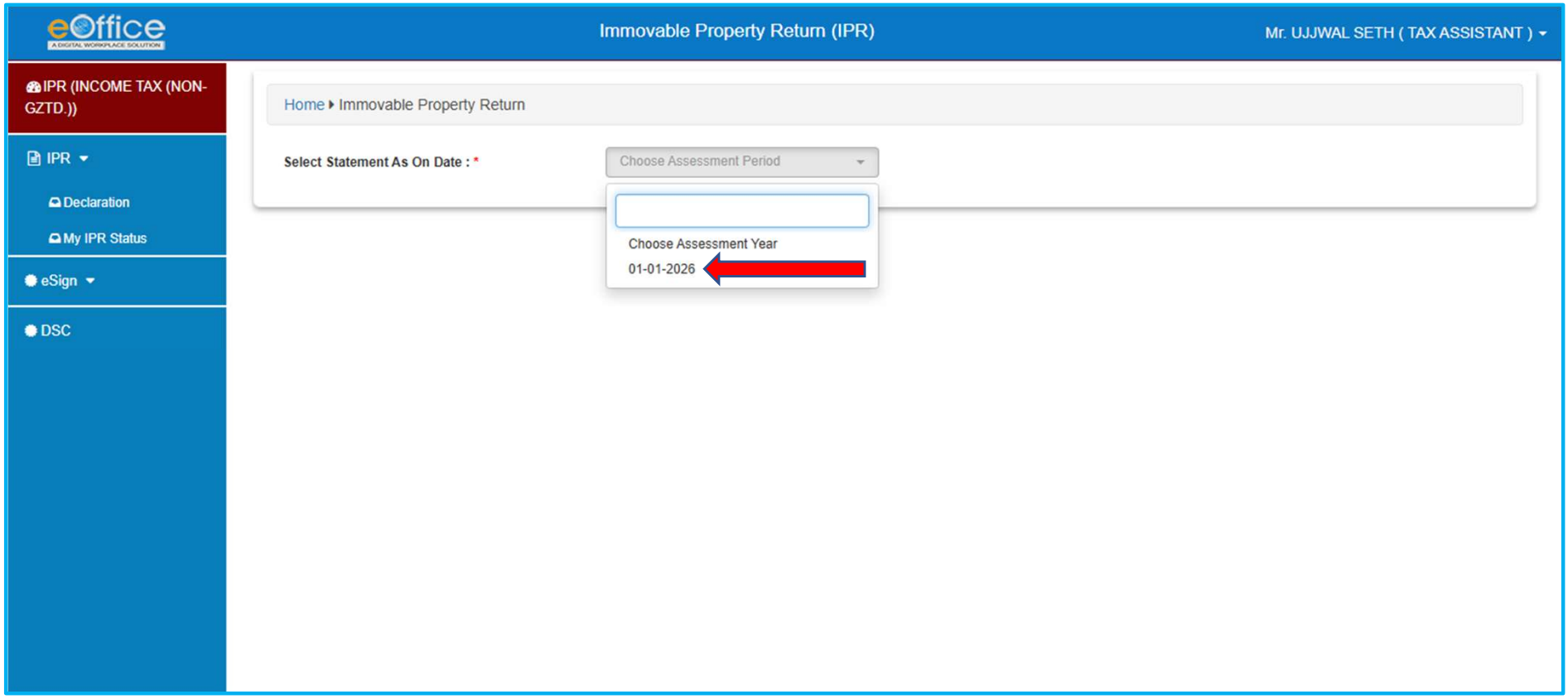
- Following page will appear after Parichay Login.
- Click on "**IPR**" tab on the left side panel.



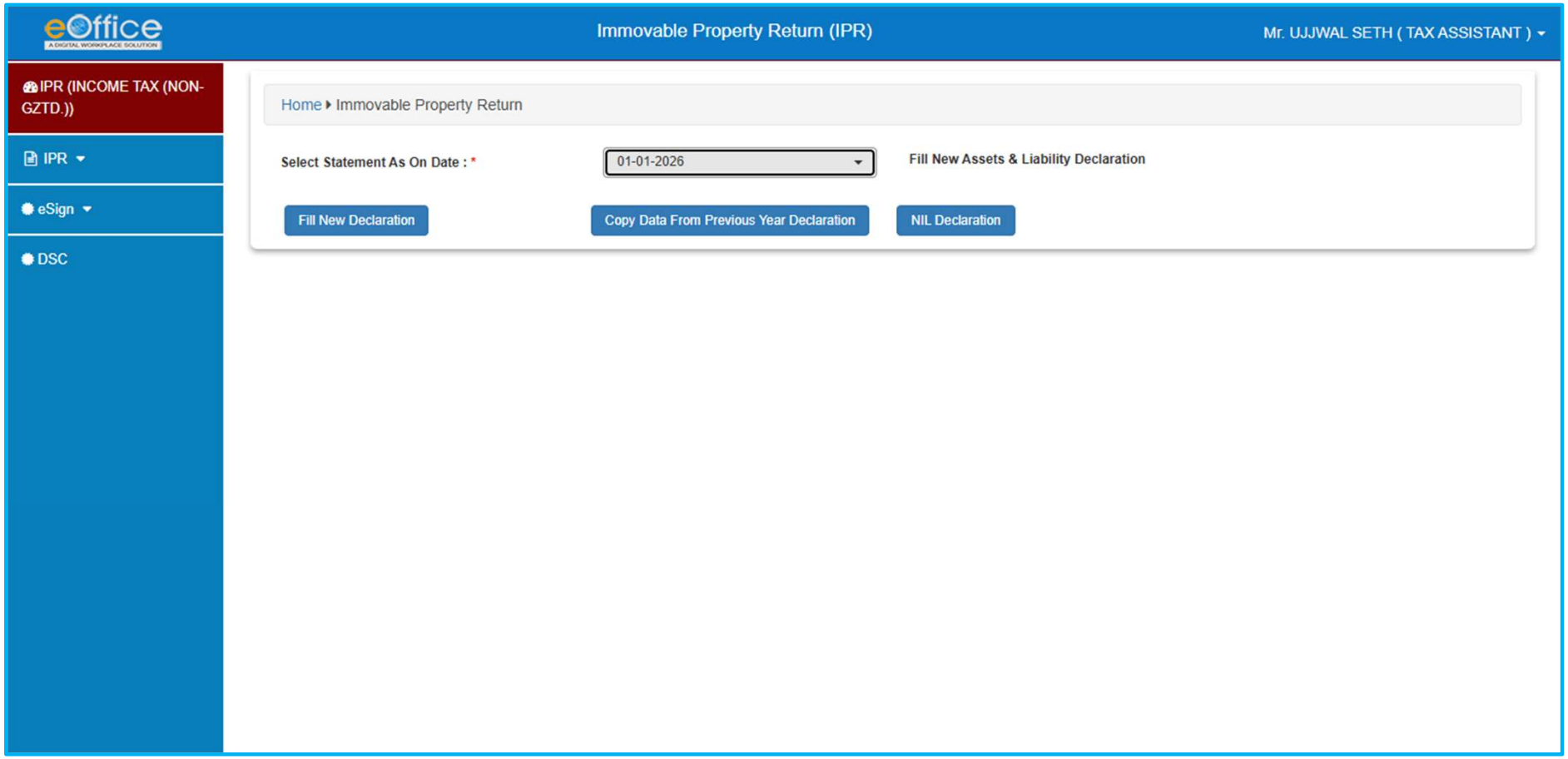
- Following page will open in a new tab.
- Click on “**IPR**” icon and then click on “**Declaration**”



➢ Select the relevant Assessment Year (for the current year, it will be **01.01.2026**)

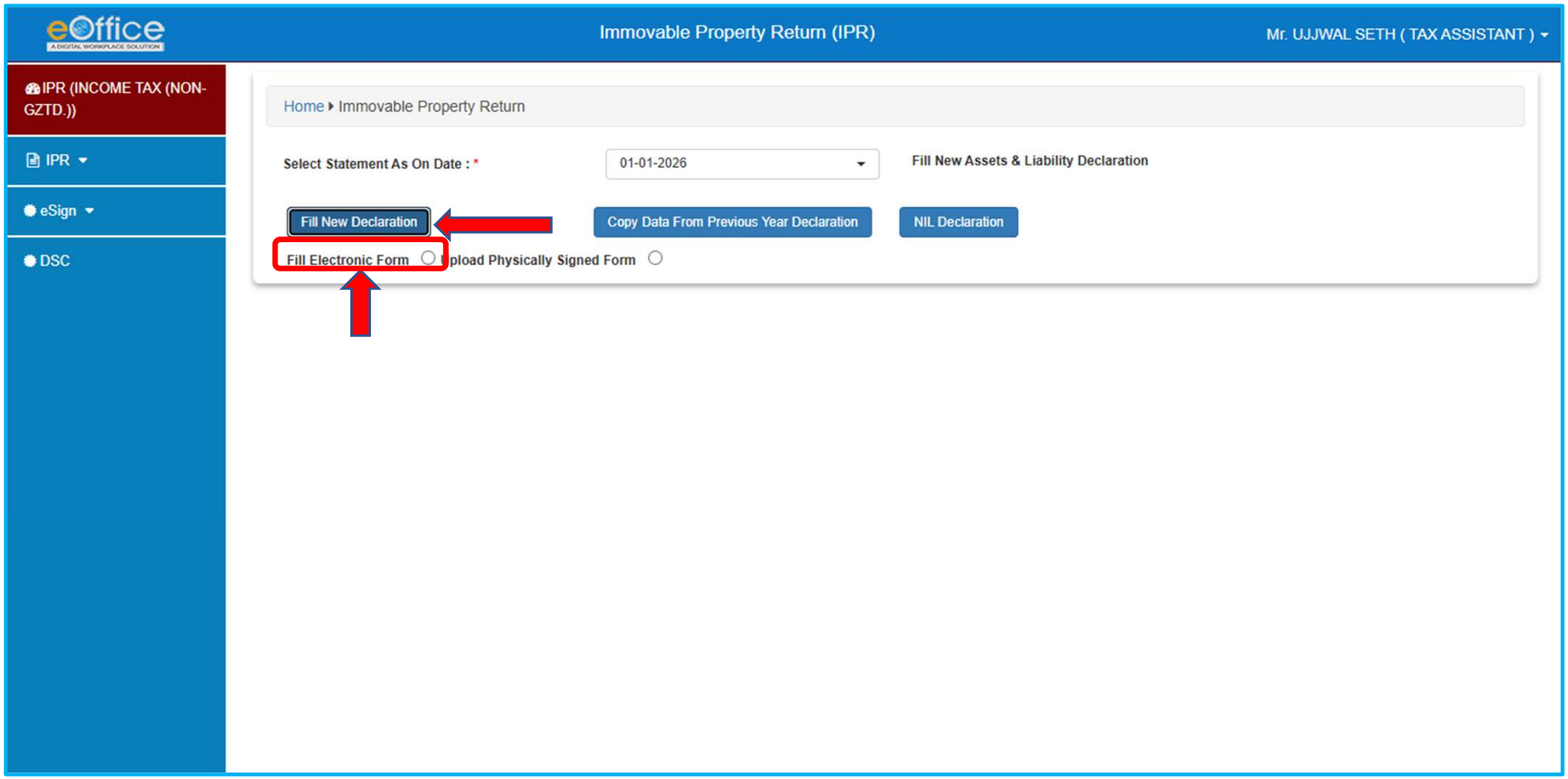


- The following screen will appear with the following options.
  - Fill New Declaration
  - Copy Data From Previous Year Declaration
  - NIL Declaration

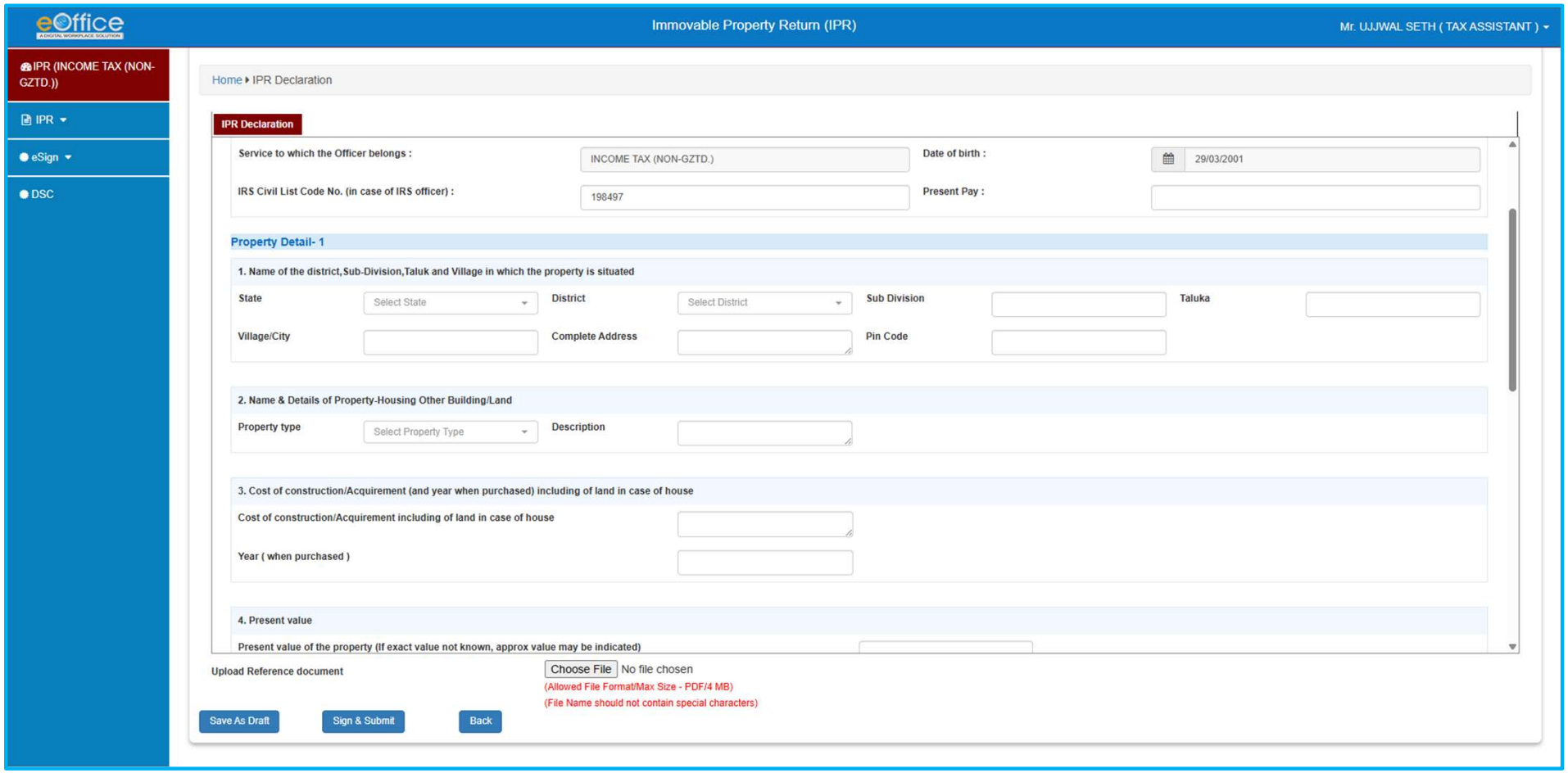


Filing Electronic Form for IPR

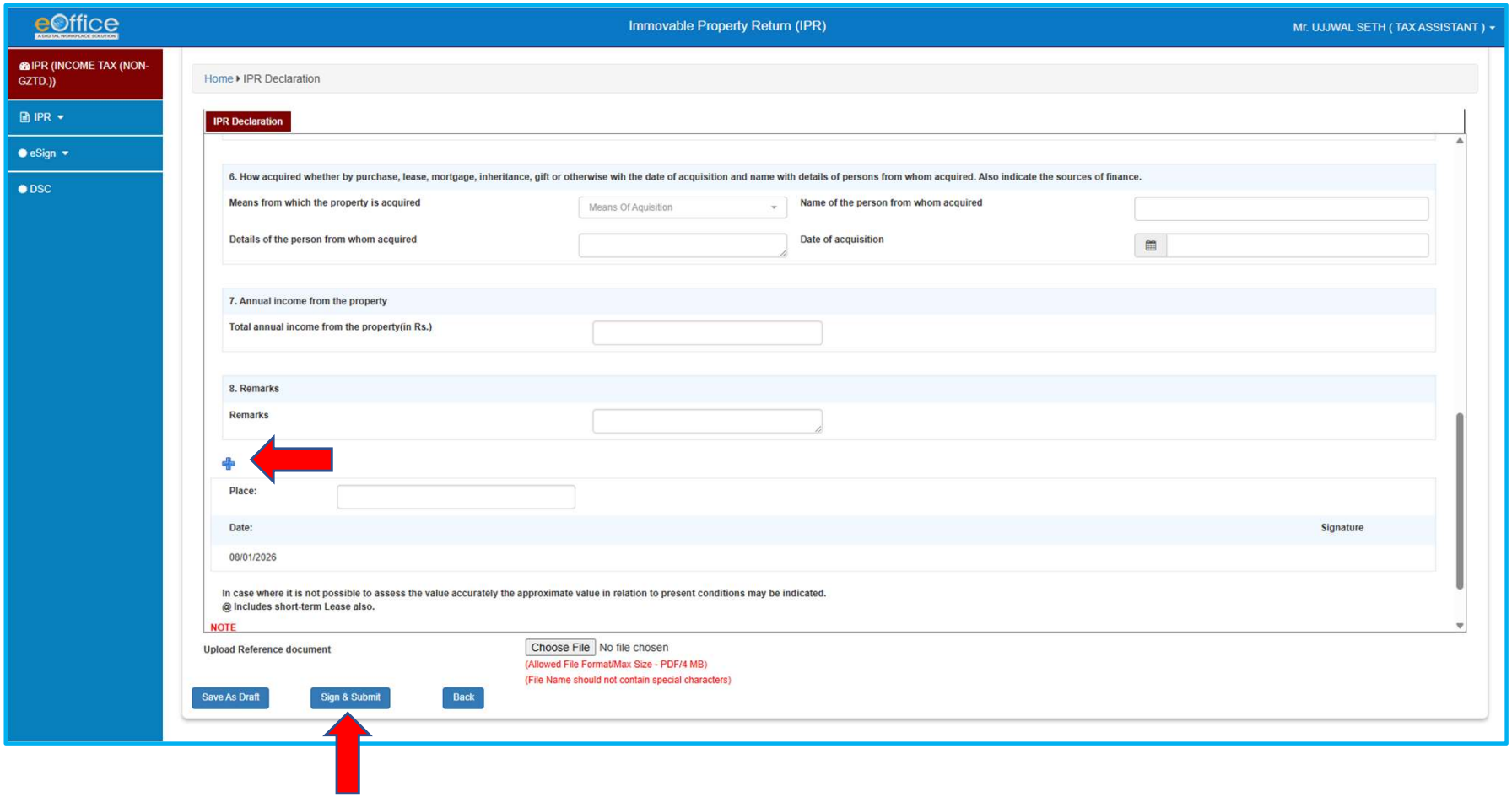
- The new user to file IPR , will click on “**Fill New Declaration**” and then click on “**Fill Electronic form**”.



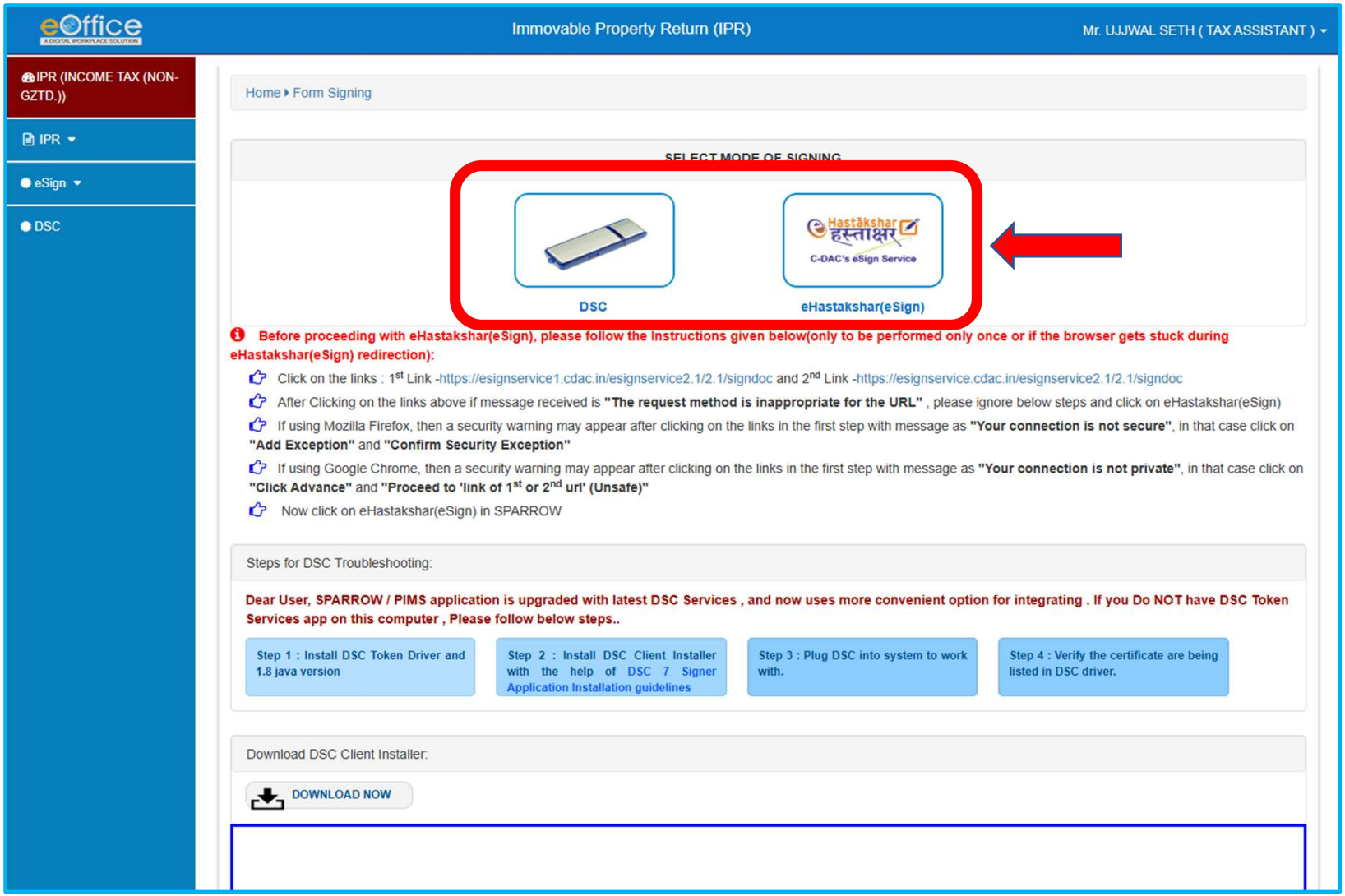
➢ The following screen will appear. Fill in all relevant details of the property.



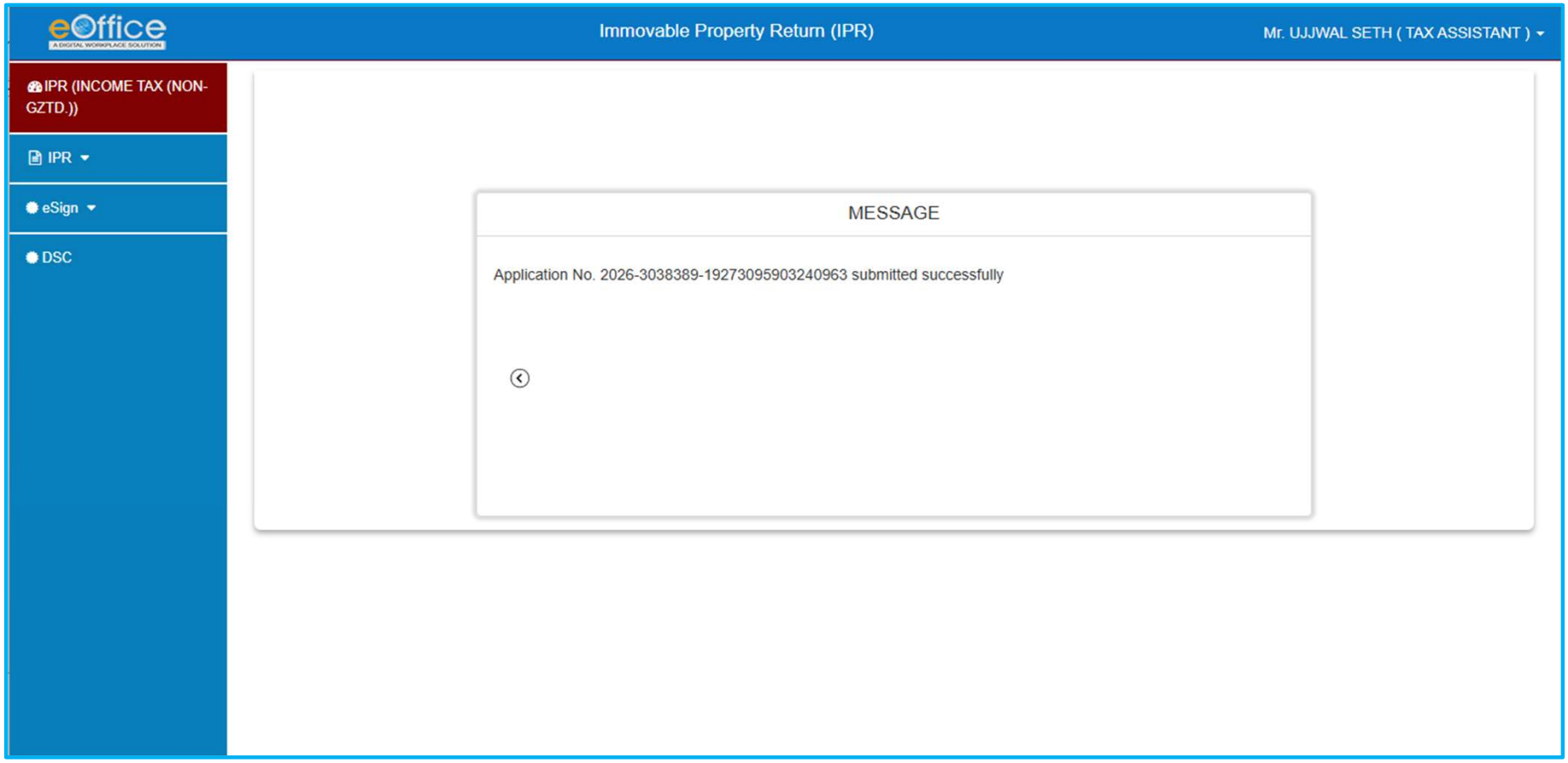
- Click on the “+” icon at the bottom of first property detail to add the details of another property to be declared and then click on “**Sign and Submit”**



➢ Sign the document by clicking on eHastakshar(eSign).

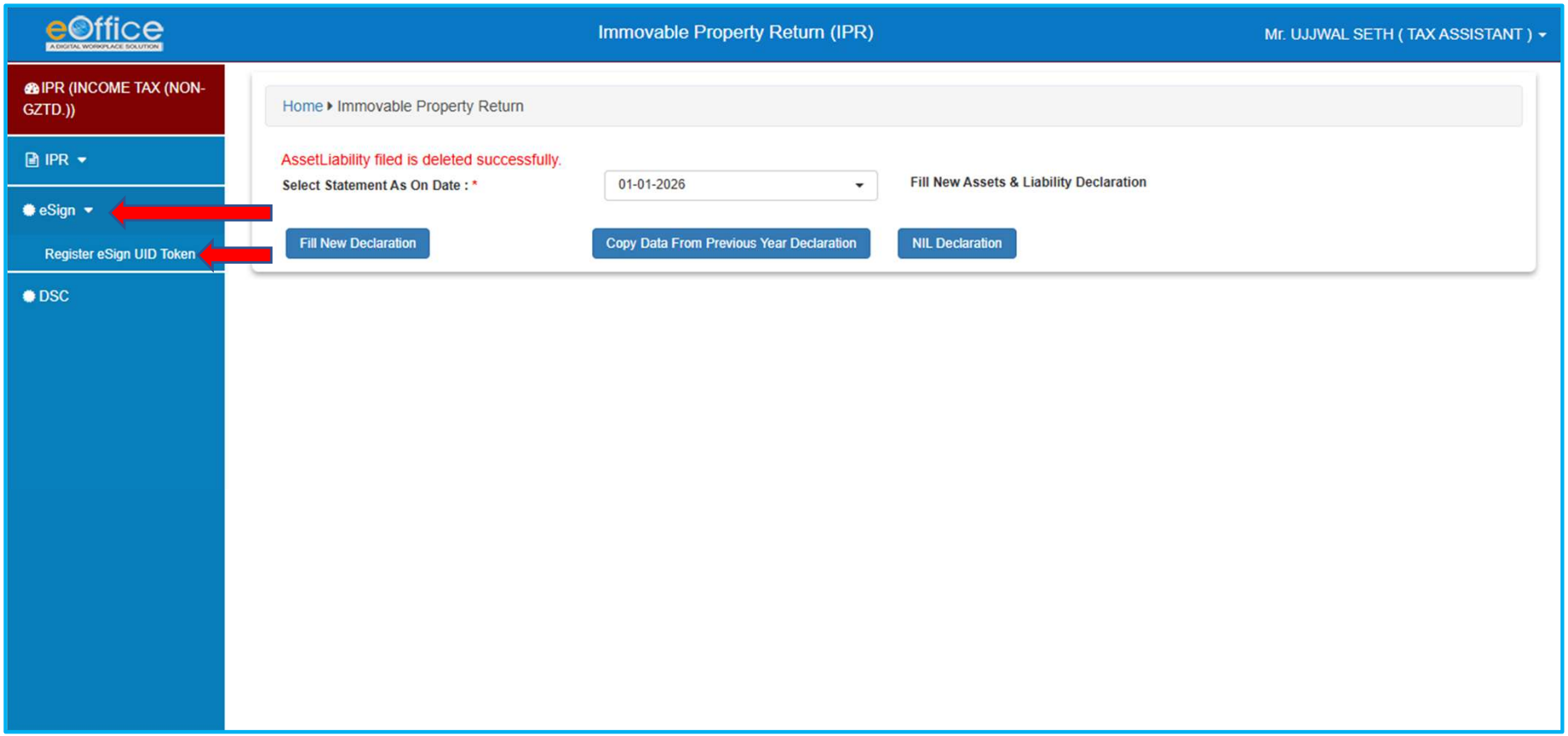


- After Signing the document, message of successful submission of IPR will reflect on the screen.

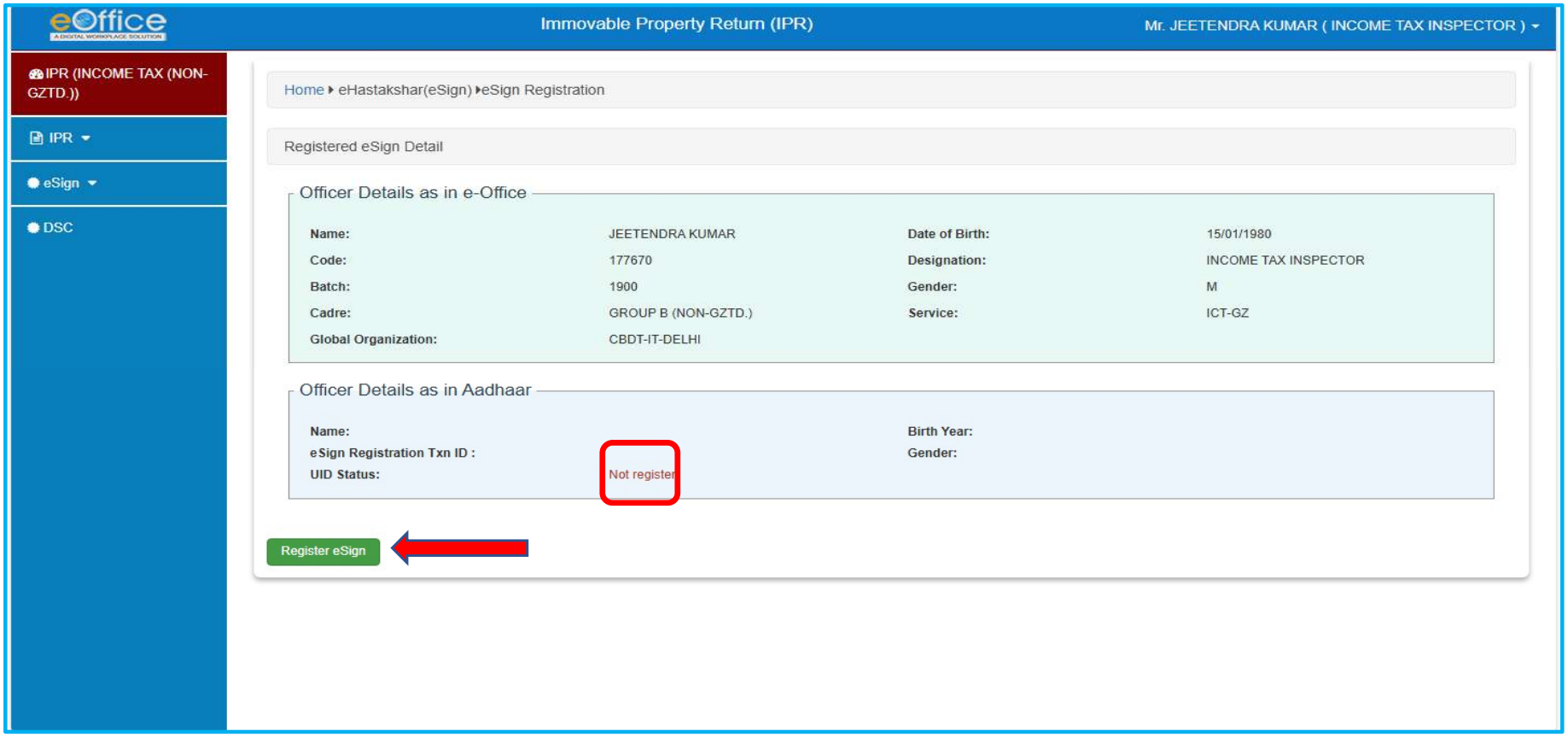


E-Sign Register

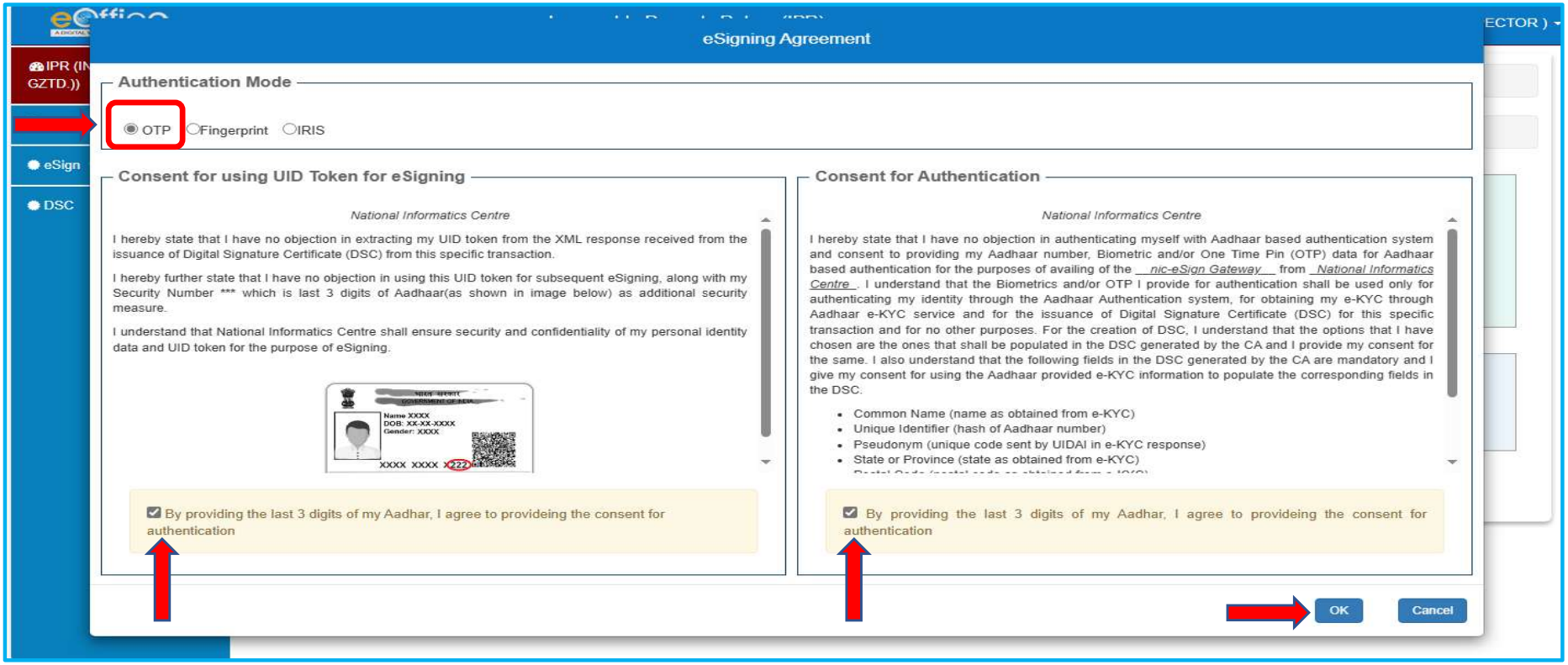
- If the User is filing IPR for the 1st time, he might have to register on e-Hastakshar to e-sign the IPR on the SPARROW Portal.
- To register on the eHastakshar, click on "**eSign**" tab and then click on "**Register eSign UID Token**".



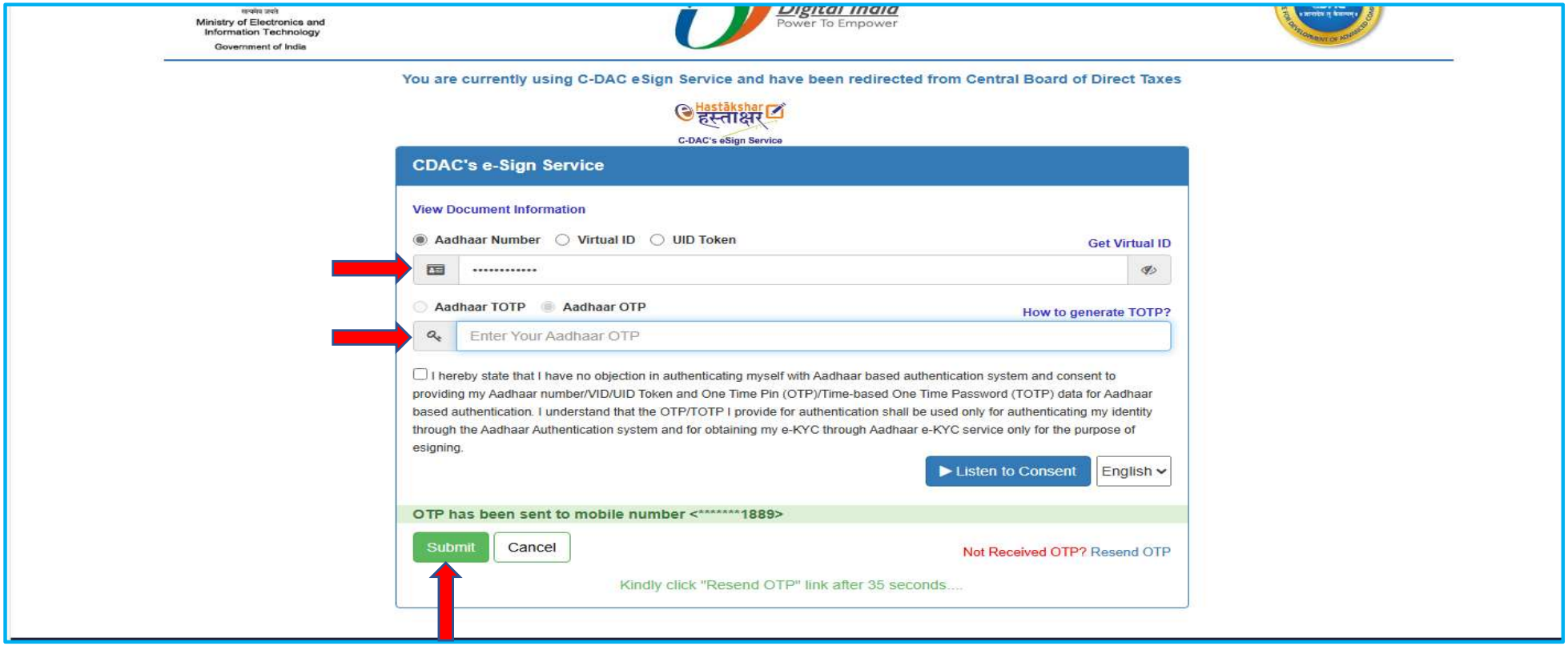
- The following screen will appear. If the UID Status is showing as "**Not register**", click on "**Register eSign**"



- The following screen will appear. Select OTP in "**Authentication Mode**", click on both the Check Boxes at the bottom of this page and then click on "**OK**"

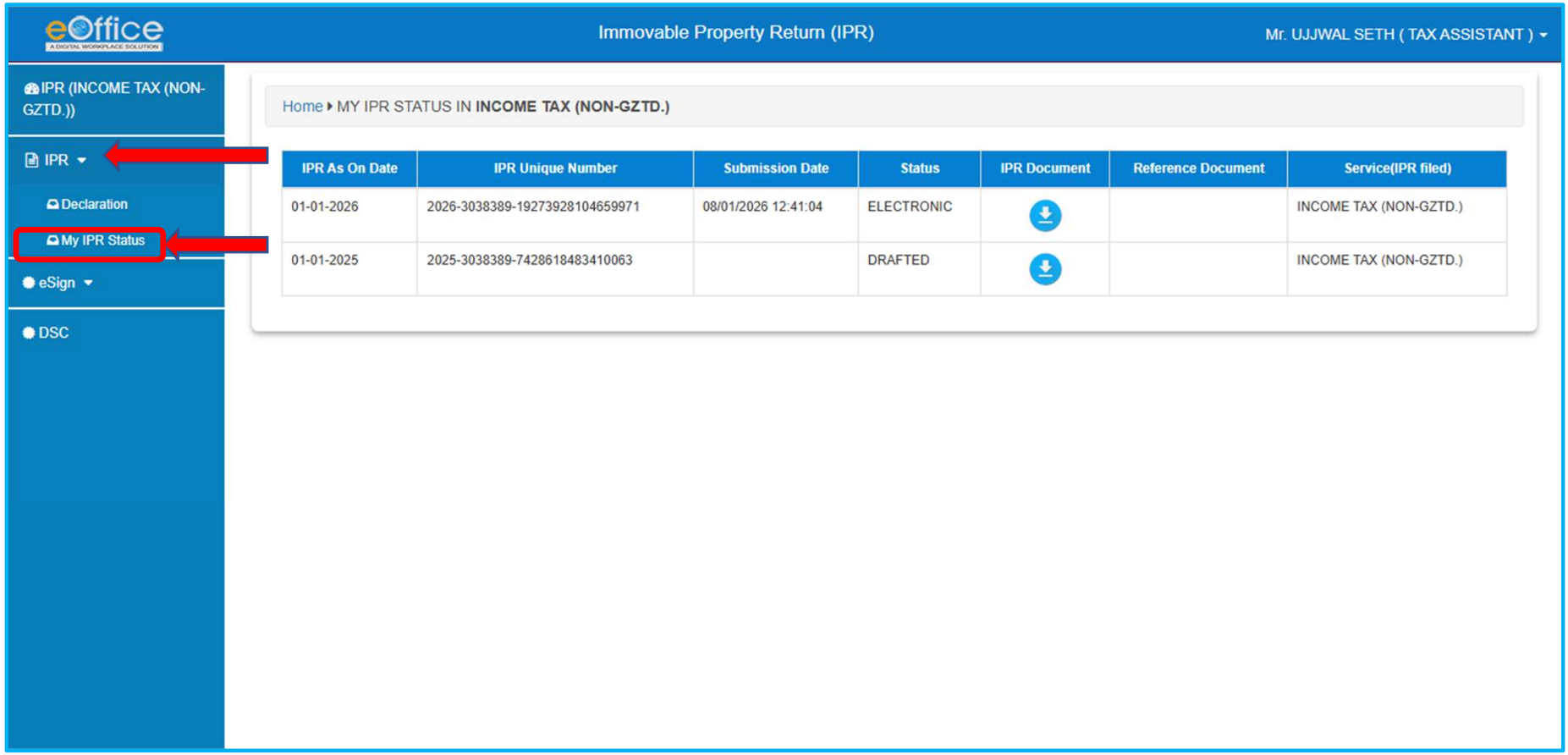


- Enter your “**Aadhaar Number**” to generate “**Aadhaar OTP**”. Enter the OTP received on your registered mobile number and then click on “**Submit**”
- Now your eSign is registered successfully.
- Now the user may proceed to eSign their IPR using eHastakshar.



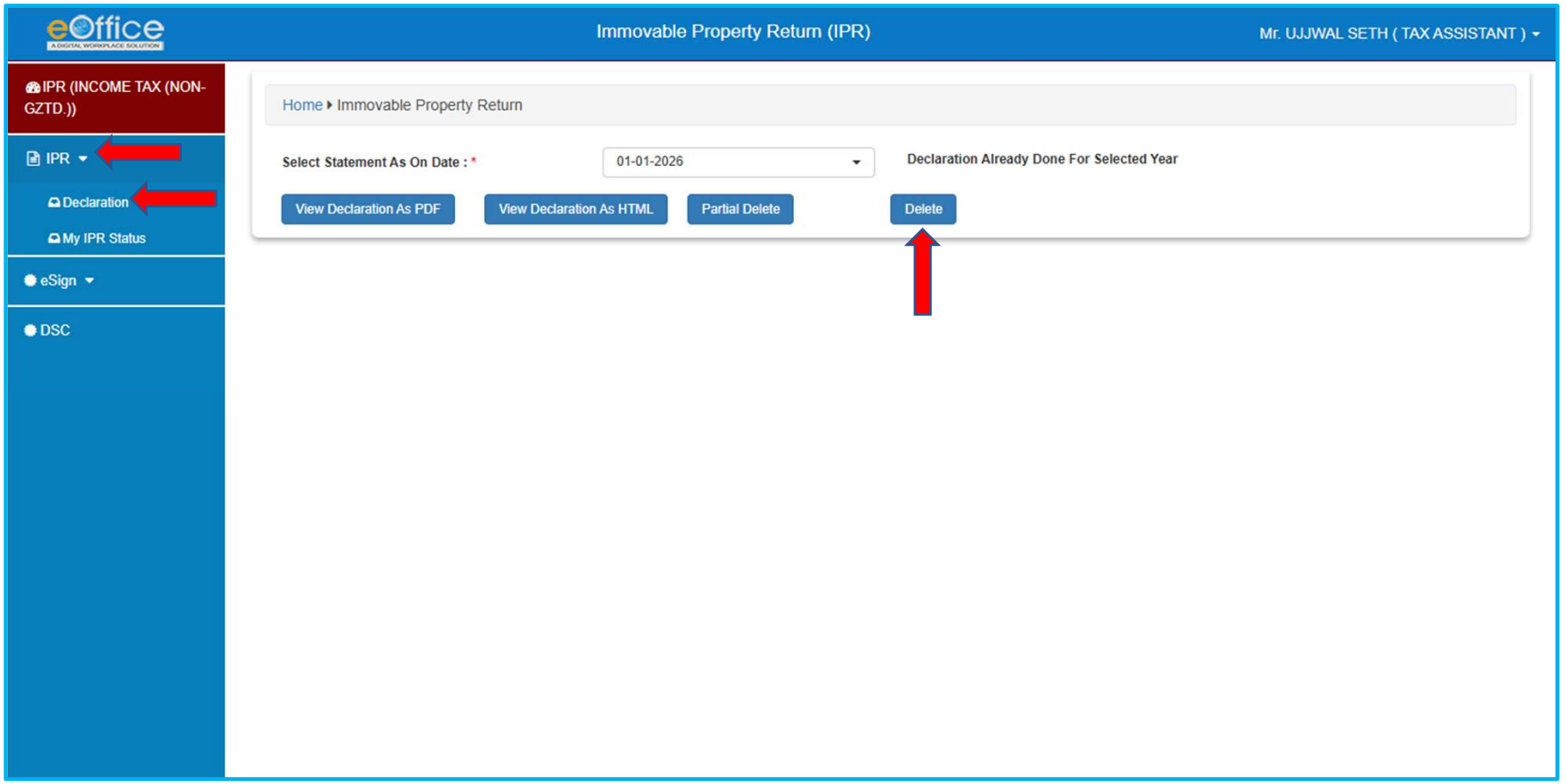
View your Filed IPR

- Users can view and download their filed IPR by going to "**IPR**" tab and then clicking on "**My IPR Status**"



Delete Filed IPR to file new IPR

- If the User wishes to correct/update the previously filed IPR, he/she may delete the previously filed IPR to file fresh IPR.
- Go to the "**IPR**" tab and then click on "**Declaration**" button and select the relevant Assessment Year as 01.01.2026.
- Click on "**Delete**" button and then proceed to file a fresh IPR.



How to view IPR of an Income Tax Employee in Public Domain

- IPR (Filed) for INDIAN REVENUE SERVICES-IT (IRS-IT) Officers:
  https://services.eoffice.gov.in/IPRSTATUS/IRS-IT/IPRFiledSearch
  IPR (Not-Filed) for INDIAN REVENUE SERVICES-IT (IRS-IT) Officers:
  https://services.eoffice.gov.in/IPRSTATUS/IRS-IT/IPRNotFiledSearch

- IPR (Filed) for INCOME TAX (GZTD) Officers:
  https://services.eoffice.gov.in/IPRSTATUS/CBDT-GroupB/IPRFiledSearch
  IPR (Not-Filed) for INCOME TAX (GZTD) Officers:
  https://services.eoffice.gov.in/IPRSTATUS/CBDT-GroupB/IPRNotFiledSearch

- IPR (Filed) for INCOME TAX (NON-GZTD) Officers:
  https://services.eoffice.gov.in/IPRSTATUS/ICT-GZ/IPRFiledSearch
  IPR (Not-Filed) for INCOME TAX (NON-GZTD) Officers:
  https://services.eoffice.gov.in/IPRSTATUS/ICT-GZ/IPRNotFiledSearch

Important Points

- Be sure to file your IPR before due date and don't wait for last date to avoid last time rush and server problems.
- Please send all the requests for Profile Updation on the following e-mail IDs:
  - sparrow.hrd@incometax.gov.in : For IRS and Group-B (Gztd.) Officers
  - sparrow.hrd.ng@incometax.gov.in : For all Group-B (Non-Gztd) and Group-C employees
- If the user is not able to receive OTP on their mobile numbers due to network errors at their workplace, they may download Accops HyID App (for webVPN login) and Parichay Authenticator App (for Parichay Login) to login with mobile token. Step-by-Step Guidelines for the same can be found at https://drive.google.com/file/d/1QcnICgTNP8msc-_emka5QsXnD2sHZizg/view?usp=sharing and https://drive.google.com/file/d/1_dxnnifRyhfDBO5hSdaeq3M2E8FLnwcO/view?usp=sharing
- Do not raise ticket to NIC team for any requests/queries. For change of mobile number and Profile Updation, an e-mail may be sent to HRD on the designated e-mails. For other issues, please contact your PAR Managers/Primary Custodian.

THANK YOU