



**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
CENTRAL BOARD OF DIRECT TAXES  
(Human Resources Development)**

**2<sup>nd</sup> Floor, K Ramp, JLN Stadium, Pragati Vihar, New Delhi – 110003  
(sparrow.hrd@incometax.gov.in)**

F. No. HRD/PM/IPR /403/SPARROW/2023-24/7373

Dated:15.01.2024

To,

**All the Pr.CCsIT(CCA)/Pr.DGsIT/CCsIT/DGsIT**

Madam/Sir,

**Subject: Submission of Immovable Property Return (IPR) for the year 2023 (as on 01.01.2024) on SPARROW-reg.**

2. In this regard, kind attention is invited to the Rule 18(1)(ii) of the CCS (Conduct) Rules, 1964 is as under:-

*"(ii) Every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person."*

3. Further, DoPT OM no.11012/11/2007-Estt.A dated 27.09.2011 which deals with guidelines regarding grant of 'Vigilance Clearance' states that *"Vigilance Clearance shall be denied to an officer if he fails to submit his annual immovable property return of the previous year by 31<sup>st</sup> January of the following year, as required under Government of India decisions under Rule 18 of the Central Civil Services (Conduct) Rule, 1964."*

4. Kind attention is also drawn to, the Central Vigilance Commission's Office Order No. 17/11/2020 dated 23.11.2020, circulated vide this Office letter F.No.P 329/Personnel/IPR/2020-21/754 dated 18.12.2020, mentioning that timely filing of Property Return by the officials of Ministries/Departments/Organizations is one of the mandatory requirement under CCS (Conduct) Rules and Non-filing of Property Returns constitutes good and sufficient reasons for instituting disciplinary action against the delinquent officials.

5. Further, vide letter F.No.HRD/PM/APAR/403/SPARROW/2020-21/7711 dated 03.02.2021 of the O/o ADG-1, Directorate of Income-tax (Human Resources Development), it has been reiterated that "appropriate instructions may be given to

all officers in your region to inform that **it is mandatory to file their IPR on SPARROW**".

6. The process to file IPR on SPARROW is as under:

- Log in on Parichay ([sparrow.incometax.gov.in](http://sparrow.incometax.gov.in) )
- Go to IPR from the left bar.
- Click IPR and choose declaration.
- Either fill the format or upload physical copy.  
(The relevant screenshot of the sparrow portal is attached in **Annexure-A**)
- Submit through e-sign/DSC.

7. I have therefore been directed to request you to remind all the Group A and Group B (ITOs) officers in your charge to **file their IPRs for the year 2023 (as on 01.01.2024) by 31.01.2024, positively online on the SPARROW portal.** In case of any issue, please contact on the following numbers : -

NIC helpdesk : 011-24305000

HRD helpdesk : 011-21420422

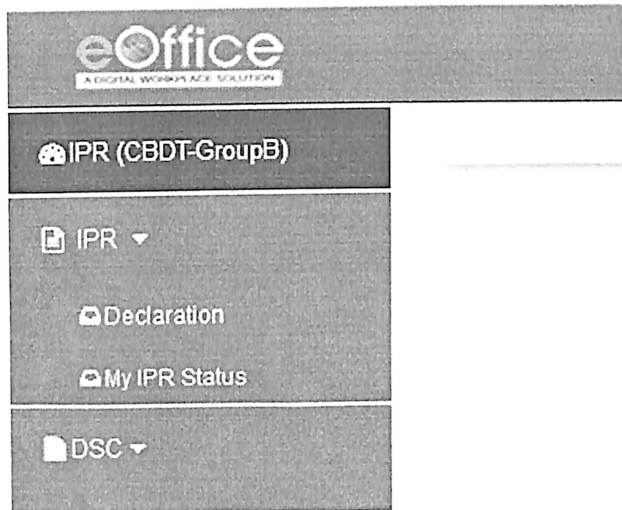
8. This issues with the approval of the Competent Authority.

Yours faithfully,

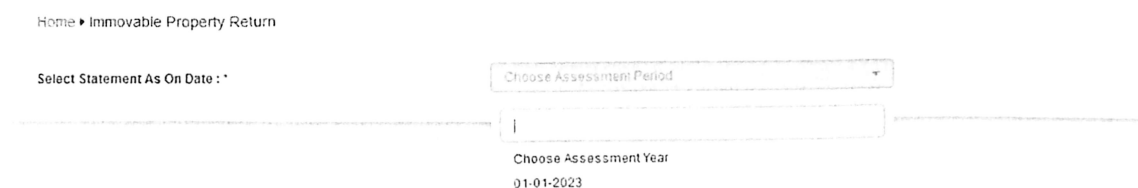
(Gaurav Sharma)  
Addl. DIT (Admn)  
HRD, CBDT, New Delhi

Copy to:- The Data Base Cell for uploading on the website [irsofficersonline.gov.in](http://irsofficersonline.gov.in)

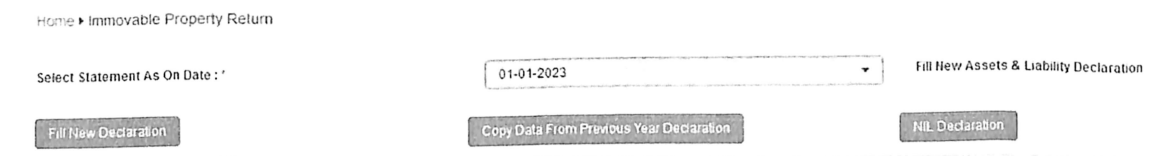
Step-1: Click on IPR than Decrelation



Step-2: Choose Assessment Period



Step-3: Click on Fill New Declaration



Step-4: Click on Upload Physically Signed Form



Step-5: Click on Browse (Upload Scanned Signed Form) and Finally click on Submit