



Government of India  
Directorate General of Income Tax (HRD)  
Central Board of Direct Taxes  
ICADR Building, Plot No.6, Vasant Kunj, Institutional Area, Phase-II  
New Delhi-110070

F.No. HRD/PMD/13/444/6/IPR-17/2016-17 / 8632

Dated 23<sup>rd</sup> Jan. 2017

To,

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

Subject: Online submission of Immovable Property Return (IPR) as on 01.01.2017  
through Property Return & Intimation Module (PRI) module of HRMS-reg.

Madam/Sir

Kindly refer to the above cited subject.

Property Return & Intimation (PRI) Module of Human Resource Management System (HRMS) as a 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 31.12.2016 i.e. as on 01.01.2017 may be filed online through PRI Module of HRMS.

2. 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.**

3. 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 are as under:

- a) Fill up IPR details on line in the given proforma and save it.
- b) View IPR (IPR in PDF will be generated).
- c) Take Printout and sign it.
- d) Attach Signed and scanned copy of IPR through attachment option.
- e) Press the 'Submit' button, it will go to competent authority.

.....contd.

4. 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. In case of facing problems in filling IPR through PRI Module of HRMS, **the same may allowed to be done manually. 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))**
5. Further, in the light of instruction of DOP&T 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**).
6. This issues with the approval of Member (P&V), CBDT.

Yours faithfully,  
*Rajeev Kumar*  
(Rajeev Kumar) 23/01/17  
JDIT (PMD & HRMS)

***Encl. As above***

**Copy to:-**

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

JDIT (PMD & HRMS)

F.N.HRD/PM/444/6/IPR-16/16-17/  
Government of India  
Ministry of finance,  
Central Board of Direct Taxes,  
{DIRECTORATE OF INCOME TAX (HRD)}

New Delhi, dated the 23<sup>rd</sup> January, 2017 / 8632

**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 (IRS) for the year 2016 i.e. as on 01.01.2017 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 IPRs for the year 2016 along with the copy of forwarding letter received by their superior officers (duly stamped) or 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 2016" which are enclosed, may please be seen.

Encls: As above.

*Rajeev Kumar*  
(Rajeev Kumar) 23/01/17  
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. Chairperson, 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.

### Instructions for uploading IPR for the year 2016

1. The Immovable Property Returns (IPRs) for the year 2016 as on 01.01.2017 will be uploaded by the IRS officers themselves on the website: [www.irsofficeronline.gov.in](http://www.irsofficeronline.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" and "Upload IPR". "View IPR" link is for general public and "Upload IPR" is for IRS officers to upload their IPRs for the year 2016.
3. Till the time this link is not made available, the IRS officers can login into CMS (cadre management systems) through the link "Profile & Cadre Management Gateway" 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 once 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 2016 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 documents 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 from desktop to the system, it remains in 'saved' state, but it is still not available in Public domain. At this stage, the Officer can delete the file in case there is an error in uploading the right file.
9. To put IPR on 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 placed in public domain, the same can be uploaded with appropriate comments in the "remarks, if any" text box.