



**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/2021-22/ 8990

Dated:28/12/2021

To,

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

Sir/Madam,

**Subject: Filing of Immovable Property Return (IPR) for the year 2021 (as on 01.01.2022) -reg.**

Kindly refer to the subject mentioned above and the D.O. letter no. 1280 dated 04.06.2021 of the Pr.DGIT (HRD), New Delhi (*available on irsofficersonline*).

2. In this regard, I have been directed to submit that 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, the DoPT OM no.11012/11/2007-Estt.A dated 27.09.2011 which deals with guidelines regarding grant of 'Vigilance Clearance' to members of Central Civil Services/Posts, 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. It has already been communicated vide letter no. 5790 dated 14.12.2020 of the ADG-1, HRD that all the Group A and Group B (ITOs) officers of the Department, who are presently filing their APARs on SPARROW portal shall mandatorily file their Immovable Property Returns (IPRs) on the SPARROW portal only.

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

- Log in on Parichay (sparrow.incometax.gov.in).
- 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.

5. 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 2021 (as on 01.01.2022) by 31.01.2022, positively online on the SPARROW portal.**

6. The **officers on deputation** (especially with state governments and other organizations), **who are presently not filing their APARs on SPARROW portal,** shall submit physical copies of their IPRs within timeline (i.e. by 31.01.2022) to their respective HODs and then send/mail stamped receipt of such submitted IPRs to HRD on e-mail id sparrow.hrd@incometax.gov.in for uploading the same on the SPARROW portal.

7. This issues with the approval of the Pr.DGIT(HRD), New Delhi.

Yours faithfully,



(Sushil Kumar Kulhari)

Deputy Director of Income Tax (SPARROW)  
HRD, CBDT, New Delhi.

Copy to:- The Data Base Cell for uploading on the website irsofficersonline.gov.in.