



Directorate General of Human Resources Development, HRM
(Central Board of Indirect Taxes & Customs)

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F. No. 259/01/BVS/HRD(HRM-I)SPARROW/IPR/2018

Dated: 31.12.2019

To

The Pr. Chief / Chief Commissioner of Customs and GST (All)
The Pr. Director General / Director General of Customs and GST (All)
The Pr. Commissioner / Commissioner I/C of Directorates (All)
The Pr. Commissioner / Commissioner, Settlement Commission (All)
The Pr. Commissioner / Commissioner, CESTAT (All)
The Pr. Commissioner / Commissioner, Authority of Advance Ruling (All),
The Chief Controller of Factory, Gwalior/Narcotics Gwalior,
The Pr. Commissioner (Coordination), CBIC / All Pr. Commissioners / Commissioners in Board.

Sir/Madam,

Subject: Online filing of Immovable Property Return (IPR) for the year 2019 (as on 1st January 2020) by IRS(C&CE) Officers in SPARROW - reg.

As you are aware, the annual Immovable Property Return (IPR) is to be mandatorily filed Online in SPARROW by every officer of IRS (C&CE). The IPR for year 2019 (as on 1st January 2020), is to be filed between 01.01.2020 to 31.01.2020. The IPR can be filed online by logging into SPARROW account at <https://parichay.nic.in/Accounts/NIC/index.html?service=SPARROWIRS>. The detailed instructions for filing the IPR online are available on DGHRD website <http://dghrdcbic.gov.in> at HRM-I > SPARROW>SPARROW HELP MANUAL> **Help manual for online filing of IPR.**

2. It is hereby clarified that DGHRD is **only facilitating** the online filing of IPRs in SPARROW in respect of Group 'A' officers and to make it available in public domain. DGHRD does not deal with the processing of IPRs in any way including its acceptance/noting/taking on record. Accordingly, any intimation about the acquisition / disposal of property has to be filed with the Competent Authority only and no correspondence is to be made with DGHRD in this regard. It is also clarified that no record of any such intimation / correspondence will be maintained with DGHRD apart from

the Annual Immovable Property Return (IPR) which is to be filed online now. It is also clarified that no scan of correspondence made for intimation other than IPRs should be uploaded online.

3. Each formation has nominated an officer for the role of Custodian in SPARROW who can download the IPRs available in public domain. It will be the responsibility of the custodian to download all the IPRs filed by the officers in his Commissionerate / Directorate / formation and forward/submit it to the Competent Authority for scrutiny and further appropriate action, including acceptance/taking on record.

4. One of the important prerequisites for online filing of IPR is that the mobile number used by the officer should be linked with his/her mobile number so that One Time Password (OTP) can be sent to the mobile number for e-signing and submitting the IPR. Accordingly, it may be ensured that each Group 'A' officer under your charge is having Aadhaar which is linked to his/her mobile number.

7. These Instructions may be brought to the notice of all Concerned Authorities and all officers under your jurisdiction/charge for strict compliance. It may please be ensured that officers file their IPR within the prescribed timeline. For any queries/ issues in online filing of IPR in SPARROW, Officers may contact the DGHRM SPARROW-IRS helpdesk at Tel Nos.- 011-23741697, 23741698 or email at: help.sparrowirs@gov.in

Yours faithfully,



(VISHNU KUMAR)

Joint Director, HRM-I.

Copy to:

The Deputy Secretary/ Under Secretary, Ad.II, CBIC, North Block, New Delhi.