



Circular

Sub: Filing of Immovable Property Return in eOffice (SPARROW)-reg.

With reference to O.M no. File No.J-11015(24)/2/2018-S M Dte dated 10.12.2021, vide which instruction for filing Immovable Property Return (IPR) in e-Office (SPARROW) have been circulated, it has come to notice that very few officers have filed their IPR till date. To avoid last minute rush and server issues, officials are advised to file IPR online on e-office (SPARROW) well within time before the closing date.

The user manual for using the IPR module in SPARROW has already been circulated with the mentioned O.M. Option for filing IPR is available in respective SPARROW accounts. For any assistance users may contact helpdesk at 011-29583366/77.

Encl: As Above

SFH Abidi
Deputy Director

To,

All Officers through CWC Website





Office Memorandum

Sub: Implementation of Immovable Property Return in eOffice (SPARROW)-reg.

The Immovable Property Return is being filed on ehms (Manav Sampada) portal; however it has been decided with the approval of Chairman, CWC that for year 2021 onwards, the IPR will be submitted in eOffice (SPARROW).

The user manual for using the IPR module in SPARROW is enclosed for reference. All officers are requested to ensure filing IPR online for 2021 onwards on <https://sparrow-cwc.eoffice.gov.in/SPARROWCWES>. For any assistance users may contact helpdesk at 3366/77.

This issue with the approval of Director SMD.

Encl: As Above

Signed by Syed Faheem
Haider Abidi
Date: 10-12-2021 11:03:50
Reason: Approved
(S.F.H. Abidi)
Deputy Director

To,

All Officers through CWC Website





A DIGITAL WORK PLACE SOLUTION

IPR

Immovable Property Return User Manual



Prepared by
National Informatics Centre

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Key Aspects of Declaration and Information related to Immovable Property Return (IPR)

- The Officer would be able to view the previous year's returns (would be helpful in filling return in future).
- The Officer can **save** the information filled in the forms.
- The return cannot be amended once the Officer clicks on "**Submit Application**" button.

Login to IPR

- Login to the SPARROW using the existing user-ID and password as shown in **Fig.1**



Fig.1

- As a result, the following page would appear as shown in **Fig.2**

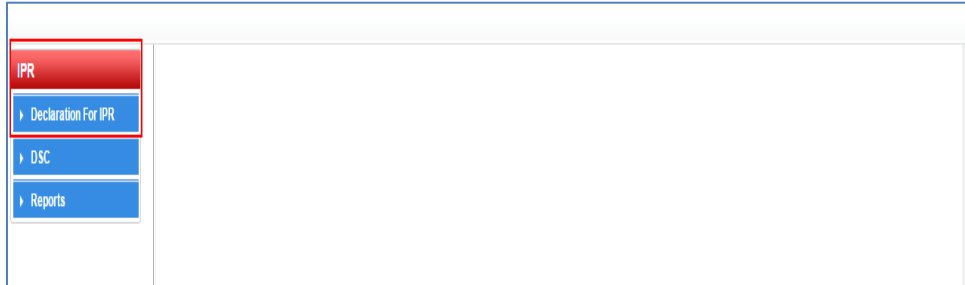
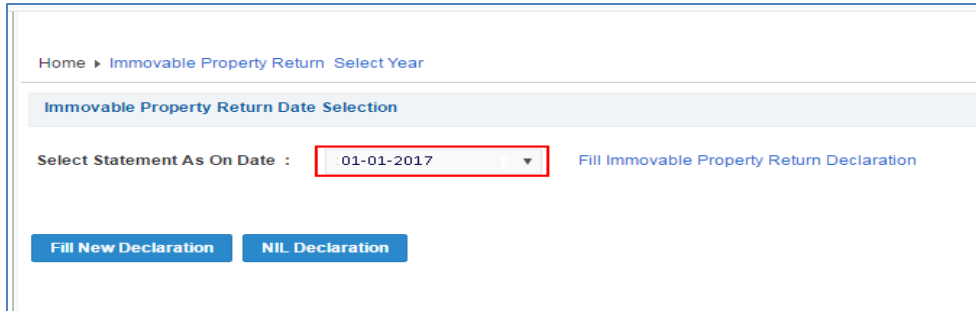


Fig.2

Filling up the declaration and information form relating to IPR

Fill New Declaration

- Click **Declaration For IPR** (**Declaration For IPR**) link to proceed further (Fig.2). Select the **Select Statement As On Date** for filling the return as shown in Fig.3



Home ▶ Immovable Property Return Select Year

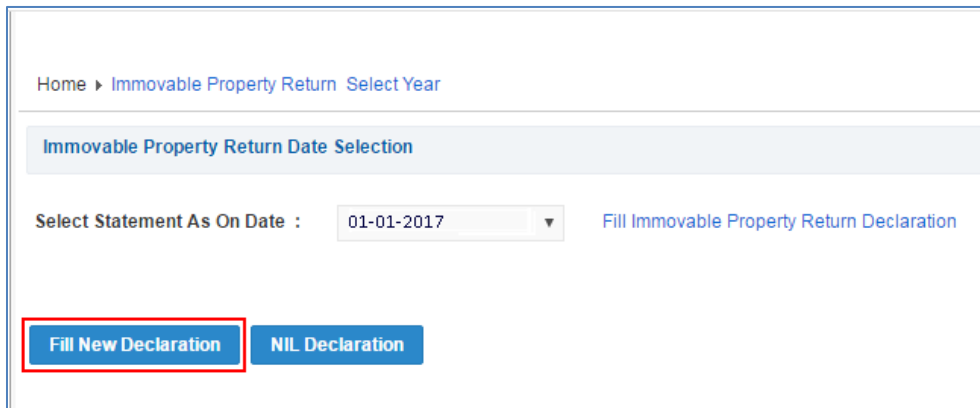
Immovable Property Return Date Selection

Select Statement As On Date : 01-01-2017 Fill Immovable Property Return Declaration

Fill New Declaration NIL Declaration

Fig.3

- Click **Fill New Declaration** (**Fill New Declaration**) button as shown in Fig.4



Home ▶ Immovable Property Return Select Year

Immovable Property Return Date Selection

Select Statement As On Date : 01-01-2017 Fill Immovable Property Return Declaration

Fill New Declaration NIL Declaration

Fig.4

Fresh Return- Fill Electronic Form

- For online filling select **Fill Electronic Form** (Fill Electronic Form), shown in **Fig.5**

Fig.5

- Fill the information as shown in **Fig.6**

Fig.6

- After clicking **Submit Application** () (**Fig.6**), a message would appear with **OK** for confirmation as shown in **Fig.7**

Fig.7

- A unique application number would get generated to confirm that return has been filled successfully as shown in **Fig.8**

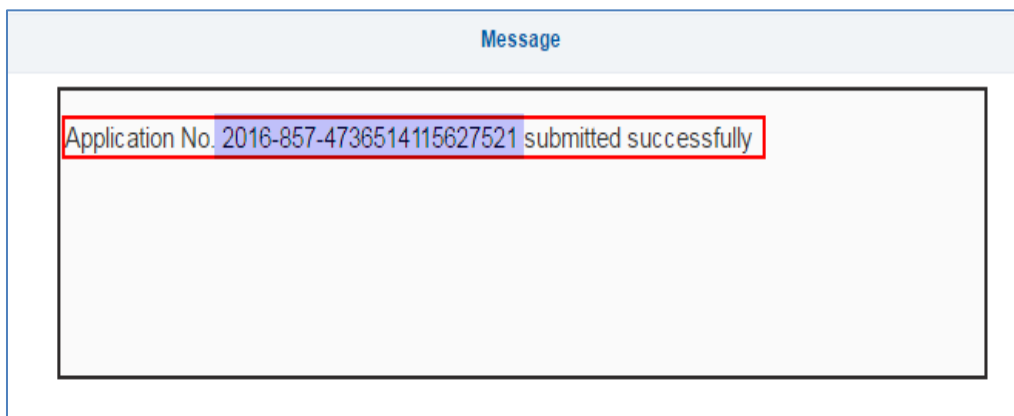


Fig.8

NIL Declaration

In case the Officer desire, he/she can click **NIL Declaration** (**NIL Declaration**) button as shown in **Fig.9**. As a result of this, all the columns of the form would get pre-filled with 'NIL' value. However, wherever required, Officer can fill the information in the desired columns.

The screenshot displays a web interface for 'Immovable Property Return Date Selection'. At the top, there is a breadcrumb trail: 'Home > Immovable Property Return > Select Year'. Below this, the page title 'Immovable Property Return Date Selection' is centered. A form field labeled 'Select Statement As On Date' contains the date '31-12-2016' and a dropdown arrow. To the right of this field is a blue link that says 'Fill Immovable Property Return Declaration'. At the bottom of the form area, there are two blue buttons: 'Fill New Declaration' and 'NIL Declaration'. The 'NIL Declaration' button is highlighted with a red rectangular border.

Fig.9

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