

Sparrow

1. What if I don't have a gov.in email ID?

Solution

- To request for a gov.in email ID, necessary details need to be filled in a form which can be accessed from the below link:
<http://www.cwc.gov.in/sites/default/files/itaccountformat.pdf>

(DD/MM/YYYY)* _____

This is to declare that I have read the terms and conditions and I agree to abide by them.

<div style="border: 1px solid red; border-radius: 50%; padding: 10px; display: inline-block;">Signature of Competent Authority of the Department with date and seal</div>	Signature of the Applicant with date and seal
Account Category: Free/ Paid	
If paid, Project No. : _____	If free, on What Basis: _____
Signature of NIC Coordinator/HOD with date and seal	
Name & Designation: _____ E-mail and Tel. _____	
<hr/>	
Signature of Competent authority (DD/EE/US/Director/SE) of the department with date and seal	

- After filling the form and forward scanned copy to smdte-cwc@nic.in

2. I cannot access the Sparrow Portal?

Solution

- Check if entered Sparrow URL is correct <https://sparrow-cwc.eoffice.gov.in/>

3. I am not receiving OTP on mobile.

Solution

- Kindly verify your registered mobile number as shown (first 2 and last 2 digits) on OTP page of Parichay application.
- If the mobile number is correct, check whether OTP is received on email or not.
- If yes, there might be some problem with the mobile network.
- If not, kindly contact 011-29583366 / 011-29583377 and 011-29583606.

4. How to filled the IPR either sparrow or eHRMS Manav Sampada?

Solution

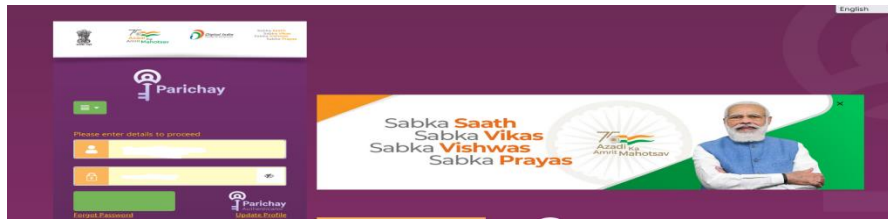
You have to filled IPR through Sparrow not eHRMS.

- Link to fill the IPR is <https://sparrow-cwc.eoffice.gov.in/>

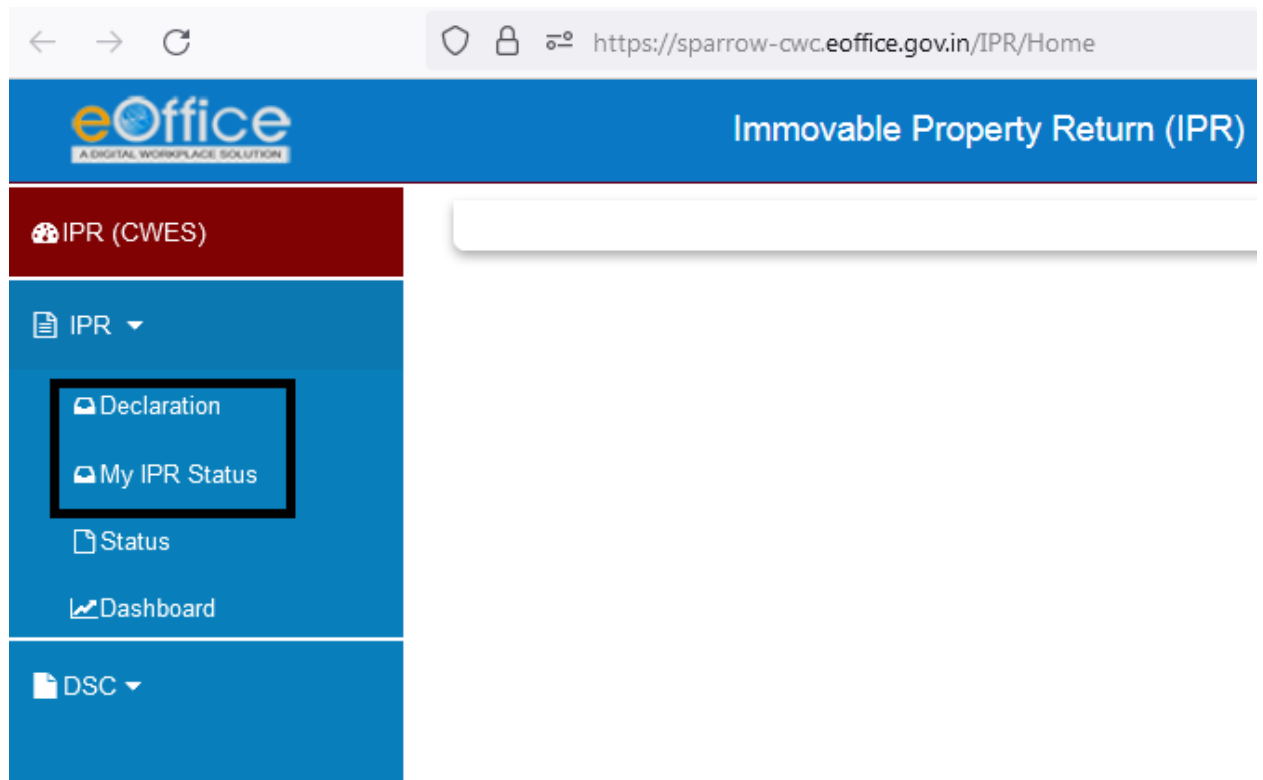
5. How to filled Immovable Property Return (IPR)?

Solution

- Login to sparrow using the existing user ID and Password



- As a result, the following page would appear as shown in:-



- Click the Declaration for IPR and **select statement as on date** for the filling the return as shown below:-

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](#)

- Click **Fill New Declaration** button as shown:-
- In case the officer desire can nill declaration button as shown

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](#)

fill new.png

- For online filling select fill **Electronic form** shown as:-

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](#)

[Fill Electronic Form](#)

- Fill the Information as shown:-

Home > [Immovable Property Return](#) > [Form](#)

Immovable Property Return

SPR Form

Property type	Land	Description	Description	Description	Description	Description
3. Cost of construction/Acquirement (and year when purchased) including of land in case of house Cost of construction/Acquirement including of land in case of house <input type="text"/> Cost of construction/Acquirement including of land in case of house <input type="text"/>						
4. Present value of the property (if exact value not known, approx value may be indicated) Present value of the property (if exact value not known, approx value may be indicated) <input type="text"/> Present value of the property (if exact value not known, approx value may be indicated) <input type="text"/>						
5. Ownership Owned by Officer <input type="radio"/> Yes <input type="radio"/> No Additional Remarks <input type="text"/>						
6. How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government servant, if any with the person/persons Concerned) Please see Note 1 below) and Means from which the property is <input type="text"/> Name of the person from <input type="text"/>						

[Save As Draft](#) [Submit Application](#)

- After clicking **submit application**, a Message would appear with **Ok** for conformation.

