



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
(S.F.H. Abidi)
Reason: Approved
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**

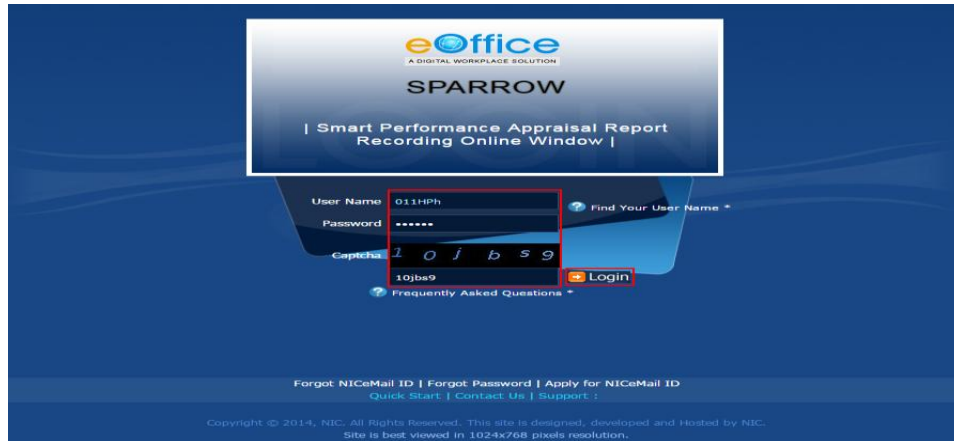
The image shows the SPARROW login interface. At the top, the eoffice logo is displayed with the tagline 'A DIGITAL WORKPLACE SOLUTION'. Below this, the word 'SPARROW' is prominently shown, followed by the subtitle '| Smart Performance Appraisal Report Recording Online Window |'. The login form includes fields for 'User Name' (containing '011HPH') and 'Password' (masked with dots). To the right of the password field is a link 'Find Your User Name *'. Below the password field is a CAPTCHA image showing the characters '10jbs9' and a text input field containing '10jbs9'. A 'Login' button is located to the right of the CAPTCHA. Below the login fields are links for 'Frequently Asked Questions *', 'Forgot NICeMail ID', 'Forgot Password', and 'Apply for NICeMail ID'. At the bottom, there are links for 'Quick Start', 'Contact Us', and 'Support'. A copyright notice at the very bottom states: 'Copyright © 2014, NIC. All rights Reserved. This site is designed, developed and Hosted by NIC. Site is best viewed in 1024x768 pixels resolution.'

Fig.1

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

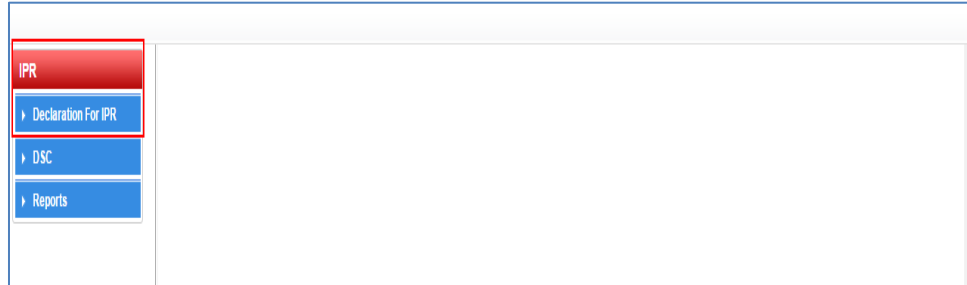
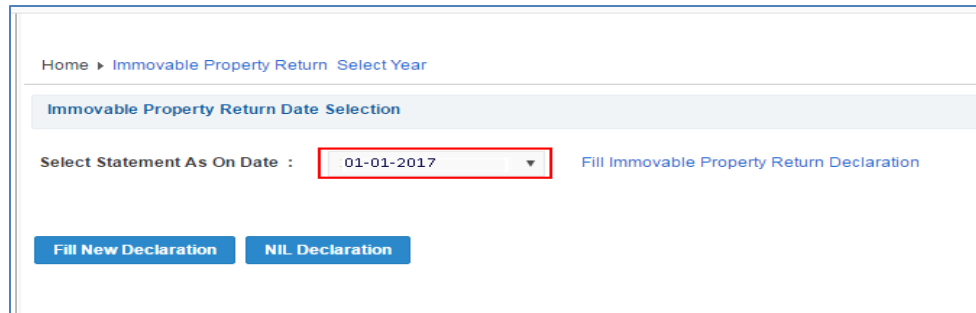
The image shows a dashboard interface. On the left side, there is a vertical menu with four items: 'IPR' (highlighted with a red border), 'Declaration For IPR' (with a right-pointing arrow), 'DSC' (with a right-pointing arrow), and 'Reports' (with a right-pointing arrow). The main area of the dashboard is currently blank.

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

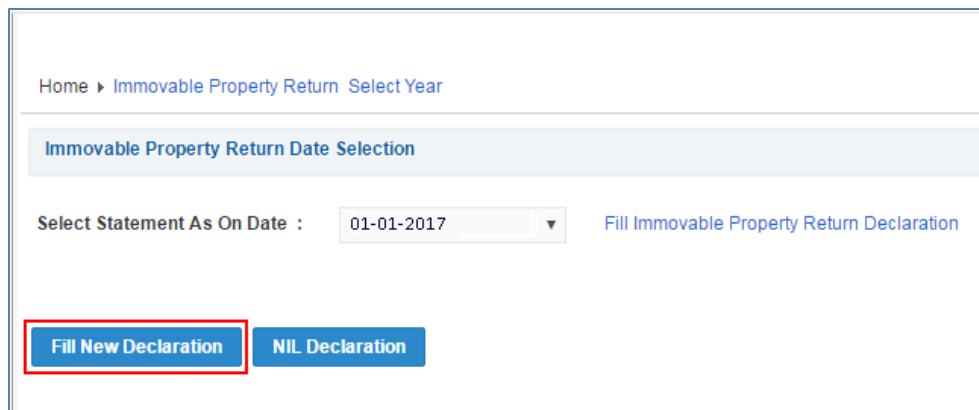
Immovable Property Return Date Selection

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**

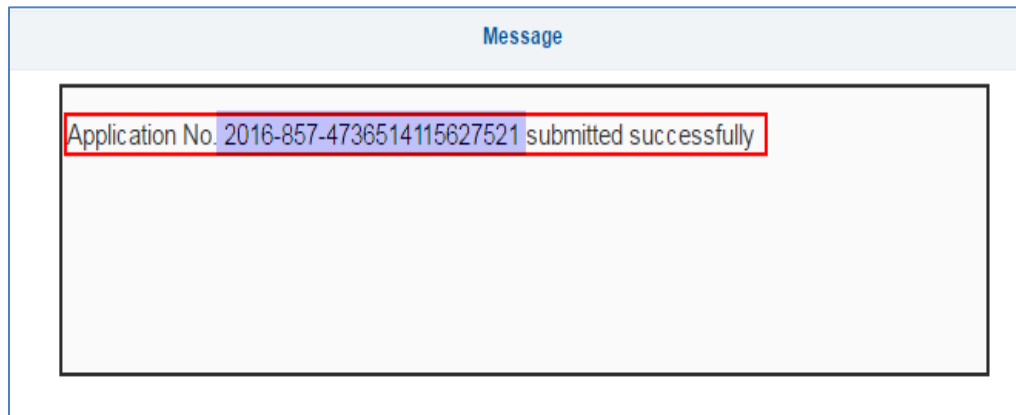


Fig.8

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 the 'Immovable Property Return Date Selection' interface. At the top, there is a breadcrumb trail: 'Home > Immovable Property Return > Select Year'. Below this, the title 'Immovable Property Return Date Selection' is centered. A section labeled 'Select Statement As On Date :' contains a dropdown menu with '31-12-2016' selected. To the right of the dropdown is a link 'Fill Immovable Property Return Declaration'. At the bottom, there are two buttons: 'Fill New Declaration' and 'NIL Declaration'. The 'NIL Declaration' button is highlighted with a red rectangular border.

Fig.9

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