



A DIGITAL WORK PLACE SOLUTION

IPR

Immovable Property Return User Manual



Prepared by
National Informatics Centre

Table of Contents

Key Aspects of Declaration and Information related to Immovable Property return (IPR)	3
Login to IPR.....	4
Filling up the declaration and information form relating to IPR.....	5
Fill New Declaration	5
Fresh Return- Fill Electronic Form.....	6
NIL Declaration.....	8

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**

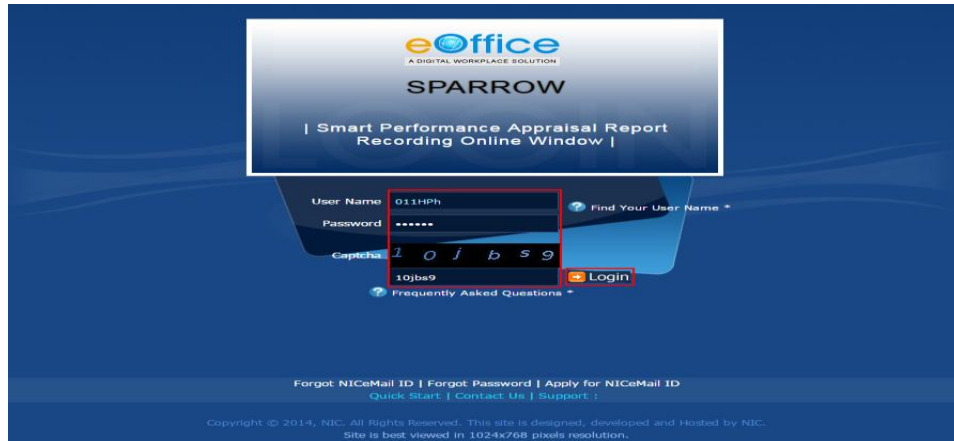


Fig.1

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

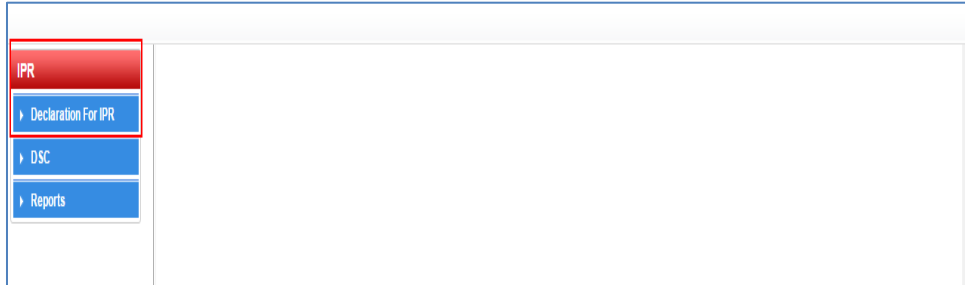
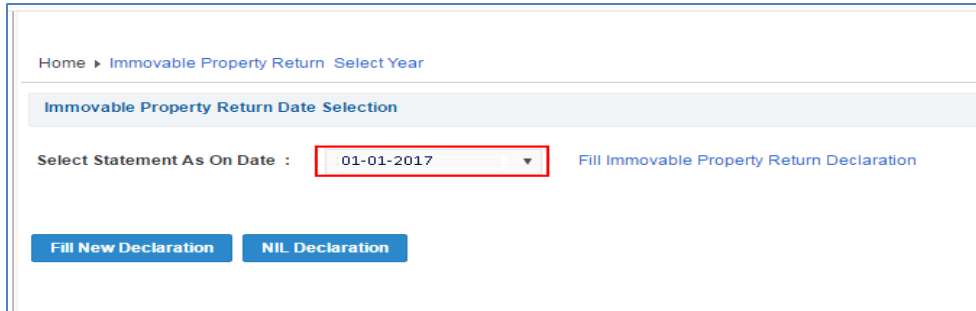


Fig.2

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

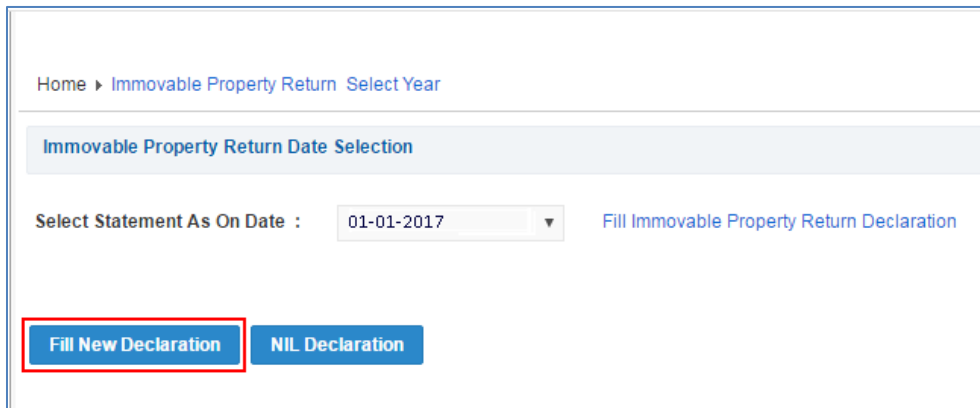
Immovable Property Return Date Selection

Select Statement As On Date : [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 : [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**

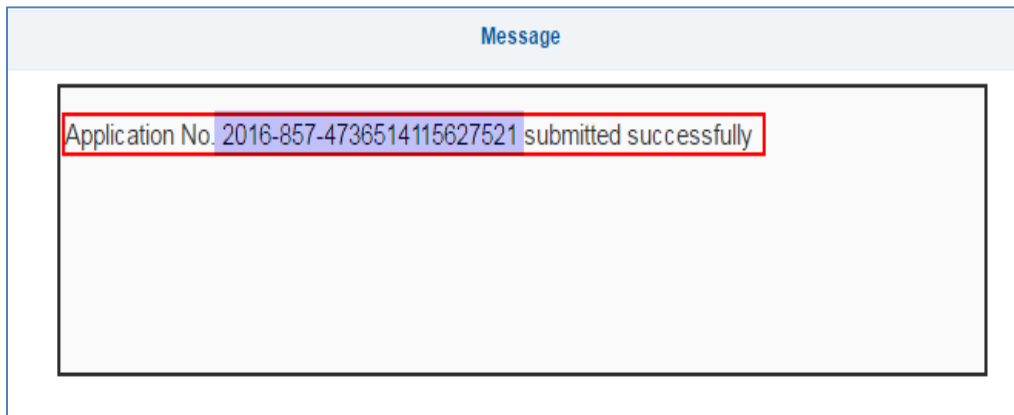


Fig.8

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'. At the top, there is a breadcrumb trail: 'Home > Immovable Property Return > Select Year'. Below this is a section titled 'Immovable Property Return Date Selection'. Underneath, there is a label 'Select Statement As On Date :' followed by a dropdown menu showing '31-12-2016' and a right-pointing arrow. To the right of the dropdown is a blue link that says 'Fill Immovable Property Return Declaration'. At the bottom of the interface, there are two blue buttons: 'Fill New Declaration' and 'NIL Declaration'. The 'NIL Declaration' button is highlighted with a red rectangular border.

Fig.9

eOffice Project Division
National Informatics Centre

Department of Electronics and Information Technology
Ministry of Communications and Information Technology
A-Block, CGO Complex, Lodhi Road, New Delhi - 110003 India