

भारत सरकार

प्रधान मुख्य आयकर आयुक्त का  
कार्यालय आंध्रप्रदेश व तेलंगाना  
10 वीं मंजिल, 'D' ब्लॉक, आयकर  
शिखर, ऐ. सी. गार्ड्स, हैदराबाद-  
500004.

Fax: 040-23240403

Fax: DC (Vig):040-23236724

Email : ccithyd@nic.in



सत्यमेव जयते

Telephone:

DC(Vig):23425484

(Section)23425485,23425486

GOVERNMENT OF INDIA

Office of the Pr. Chief

Commissioner of Income Tax,

Andhra Pradesh &

Telangana

10<sup>th</sup> Floor, 'D' Block,

IT Towers, A.C.Guards,

Hyderabad – 500 004.

**CONFIDENTIAL**

F.No.Circulars/Con./Vig./2020-21

Date: 05.01.2021

**MEMORANDUM**

Sub : Filing of IPR for the Year 2021- Reg.

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I am directed to forward copy of the letter in F.No.HRD/PMD/13/444/6/IPR-2020/2020-21/6694 dt.04.01.2021 as received from Addl.DGIT-1, HRD,CBDT for circulation among all the Officers and Officials in AP & TS Region.

Yours faithfully,

  
(S.SATHIYAK)

Joint Commissioner of Income Tax  
(OSD)(Hqrs) (Vig), Hyderabad

Encl : As above.



Government of India  
Directorate of Income Tax  
(Human Resources Development)  
Central Board of Direct Taxes

2<sup>nd</sup> Floor, JLN Stadium, Pragati Vihar, New Delhi –110003.

F.No.HRD/PMD/13/444/6/IPR-20/2020-21/ 6694

Dated: 04.01.2021

To,

All the Pr.CCsIT, Pr.DGsIT  
CCsIT,DGsIT

Sir/Madam,

**Sub: Filing of IPR for the year 2020-21-reg.**

Kindly refer to the subject mentioned above.

It is informed that all Group A & B officers presently writing their APARs on SPARROW portal will be filing their IPR mandatorily on SPARROW portal by 31.01.2021.

The officers/officials still writing APAR on HRMS, may file their IPRs on HRMS.

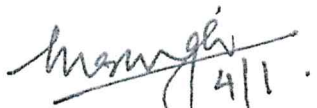
**The process to file IPR on SPARROW is as under: -**

- Log in on Parichay.
- Go to IPR from the left bar.
- Click IPR and choose declaration.
- Either fill the format or upload physical copy.
- Submit through e-sign/DSC.

Kindly inform all field formations in your charge regarding the same.

This issues with the prior approval of Pr.DGIT (HRD).

Yours sincerely

  
(MEETA SINGH)

Additional Director General-1  
Directorate of Human Resource Development