



GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES

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New Delhi- 110003. Ph. 011-24368584

F.No HRD/PMD/13/444/6/IPR-20/2019-20 / 6554
To,

Circulate
Date: 31.12.2019
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All Principal Chief Commissioners of Income Tax (Cadre Controlling Authorities/
All Principal Director Generals of Income Tax of Attached Offices, Directorates of CBDT and
Principal Director General of Income Tax (Training), NADT, Nagpur.

Sub: Instructions to file IPR as on 01.01.2020 by IRS officers & other Gr. 'A' Central Service officers and Group 'B' (Gazetted officers) of Income Tax Department on IPR module of ITBA/HRMS - reg.

Madam / Sir,

Kindly refer to the above cited subject.

2. I am directed to say that according to Rule 18(1)(ii) of the Central Civil Services (Conduct) Rules, 1964, "every Government servant belonging to any Service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any members of his family or in the name of any other person".

3. Kind attention is invited to the Department of Personnel & Training's OM No. 11012/11/2007-Estt.(A) dated 27.11.2011 as circulated by the Central Board of Direct Taxes vide letter F.No. A-28018/84/2011-Dt (Per) dated 13.01.2012, notifying that officers, who do not submit their IPRs within the prescribed time limit, would be denied Vigilance Clearance and will not be considered for Empanelment for senior level posts, Deputation, etc.

4. From the Reporting Year 2018 i.e. for IPR as on 01/01/2019, an additional field for "Cost of construction/Acquirement (and Year when purchased) including of land in case of house", was inserted in PRI module of HRMS with the approval of the Competent Authority and the same was communicated to all the Pr.CCAs vide letter F.No HRD/PMD/13/444/6/IPR-20/2019-20 dated 31.12.2018. In this regard, an Office Order No. F.No HRD/PMD/444/6/IPR-19/2018-19/5905 dated 31.12.2018 was also issued vide which instructions provided for uploading IPR on www.irsofficeronline.gov.in for the year 2018.

5. With the approval of the competent authority, following fields in the IPR Proforma in PRI Module of HRMS have been made Mandatory for the Reporting year 2019 i.e. as on 01.01.2020-

- Details of the person(s) from whom acquired
- Acquisition Date
- Cost of construction/Acquirement (and Year when purchased) including of land in case of house
- Annual Income from the Property (in rupees)
- Post
- Office
- Basic Pay
- Sub division
- District
- City

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6. The steps to file the Immovable Property Return through HRMS on ITBA portal of the Department are given below:

Main Menu > ESS(Employee Self Service) > Property Return & Intimation > File Property Return.

7. The PRI module of HRMS is accessible through ESS link on home page of ITBA portal by entering the following URL in the browser :

- i) For ITAX users: <https://itba.incometax.gov.in> for which RSA token is not required and
- ii) For Internet users, it is available through <https://vpn.incometax.gov.in> using RSA token.

The necessary steps to be followed in IPR are as follows:

- a. Fill up IPR details online in the given pro-forma and save it ;
- b. Click save button ;
- c. If "Do you have DSC token to digitally sign the IPR" Check box is ticked 'Yes', then the User will be led to "Submit or Revise Button".
- d. Employee will be redirected to another page for digitally signing the document. After signing the IPR, signed IPR will open and Employees IPR will be taken on Record. View IPR and Print Acknowledgement Button will be enabled on page (for digitally signed IPR).

In case of no DSC or not signed digitally

- a) If the check box as mentioned above is ticked 'NO', then the user will be led to 'Submit or Revise Button'. Message will Pop Up "Take print out of IPR and attach the signed IPR, then submit the IPR".
- b) Take print out and sign it.
- c) Attach signed and scanned copy of IPR through attachment option.
- d) Press the 'Submit button', it will go to Competent Authority.

8. In the above context, it is requested that necessary direction may be issued to all the concerned officers in your region to submit their IPR accordingly online through PRI Module of HRMS in ITBA and to all Group 'A' IRS officers to digitally sign the IPR using DSC.

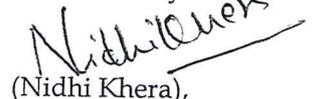
9. In this regard, problem, if any, faced may be logged in to HRMS portal and may also be emailed to support.hrms@incometax.gov.in.

10. Further, in the light of instruction of DoPT communicated vide OM No.11013/3/2011-Estt.A dated 23rd September, 2013 regarding requirement of placing the Immovable property Returns(IPRs) submitted by all Group 'A' officers in public domain, IRS officers are requested to upload their Immovable Property Returns (IPRs) along with proof of submission on the website www.irsofficersonline.gov.in. Instructions to upload the IPRs on the website are enclosed with this letter.

11. This issues with the approval of Chairman, CBDT.

Encls : As above

Yours faithfully,



(Nidhi Khara),
DDIT (PMD & HRMS),
HRD, New Delhi.

Copy to :-

1. PPS to Member (Admin.) CBDT;
2. Web Manager, www.Irsofficersonline.gov.in, with the request to upload it on the Website.

DDIT (PMD & HRMS)
O/o Pr. DGIT (HRD).

F.No HRD/PMD/13/444/6/IPR-20/2019-20 / 6555
Government of India
Ministry of finance,
Central Board of Direct Taxes,
{DIRECTORATE OF INCOME TAX (HRD)}
.....

New Delhi, dated the 31/December, 2019

OFFICE ORDER

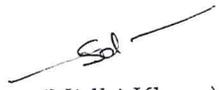
Subject: Uploading of Immovable Property Returns (IPRs) by IRS Officers.

Kindly refer to the above.

2. In this context, it is to inform that Immovable Property Returns (IPR) for the year 2019 i.e. as on 01.01.2020 is to be uploaded by IRS officers themselves on the website: www.irsofficersonline.gov.in. It is further informed that scanned copy of proof of submitting the IPR has also to be uploaded.

3. For the above purpose, a link: "Upload IPR" has been provided on the said website which is functional. It is, therefore, requested that IRS officers have to scan their IPR for the year along with the copy of acknowledgement generated from HRMS (in case, officer has submitted through HRMS) in PDF format only and save it as a single PDF file on their desktops and, thereafter, upload the same using the link. For further Information, "Instructions for uploading IPR for the year 2019", which are enclosed, may please be seen.

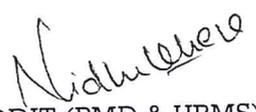
4. This issues with the approval of Chairman, CBDT.


(Nidhi Khera),
DDIT (PMD & HRMS),
HRD, New Delhi.

Encls : As above

Copy to:-

1. All IRS officers (through the website www.irsofficersonline.gov.in)
2. All Pr.CCsIT (CCA)/ All Pr.DsGIT/Pr.CCIT (Int. Taxation)
3. Chairman, CBDT/Members, CBDT/JS(Admin), CBDT
4. Web Manager, www.Irsofficersonline.gov.in, with the request to upload the above on the Website.


DDIT (PMD & HRMS)
O/o Pr. DGIT (HRD).

Instructions for uploading IPR on www.irsofficersonline.gov.in for the year 2019

1. The Immovable Property Returns (IPRs) for the year 2019 as on 01.01.2020 will be uploaded by the IRS officers themselves on the website: www.irsofficersonline.gov.in.
2. In the individual officer's dashboard, i.e. on the main page of the website there are two links for IPR available in left side columns: "View IPR" link is for general public and "Upload IPR" is for IRS officers to upload their IPRs for the year 2019.
3. Till the time this link is not made available, the IRS officers can login into CMS (Cadre Management Systems) through the link "Cadre Management System (CMS)" and then clicking on "Login to CMS" which appears just above. "View public profile by civil code".
4. To upload IPR, one has to click on "Upload IPR" in the dashboard or if logged in to CMS, to click on "My account" tab and then "Upload IPR" link which appears at the bottom,
5. The IRS officers are advised to scan and upload the copy of forwarding letter submitted to the O/o the Competent Authority (duly stamped). For IPRs submitted through HRMS, the acknowledgement copy generated through HRMS along with the IPR is to be uploaded. The scanned document has to be in pdf format only (multi pages). This would facilitate in issuing Vigilance Clearance for Deputation, etc.
6. The maximum size allowed to upload is 2 MB. For getting the scanned image within the prescribed size, the settings of the scanner may be changed appropriately, e.g., resolution may be kept low etc.
7. Once the IPR file is uploaded on irsofficersonline.gov.in, it remains in 'Saved' state, but it is still not available in public domain. At this stage, the Officer can delete the file, in case there is an error in uploading the right file.
8. To put IPR on public domain, the officer needs to "Submit" the IPR in action column in the table below. Once "Submitted" the officer will not be able to make any change in IPR and it will be available in public domain.
9. Acknowledgement of IPRs posted in the public domain can be printed from the link: "IPR status."
10. In case, there is a need of filing a supplementary IPR or a corrected version after the first one has already been placed in public domain, the same can be uploaded with appropriate comments in the "Remarks, if any" text box.
11. It is further clarified that IRS officers filing IPR on HRMS are required to upload it on www.irsofficersonline.gov.in in addition to filing IPR on HRMS.

STATEMENT OF IMMOVABLE PROPERTY FOR THE YEAR ENDING 2019, AS ON 1ST JANUARY 2020

Name of Officer (in full) : Present Post Held :
 Service to which the officer belongs : Date of Birth :
 IRS Civil List No. (in case of IRS officer) : Basic Pay :

(1) Name of the district, sub-division, Taluk and village in which property is situated	(2) Name and details of the property, Housing, Lands and other buildings	(3) Cost of construction/Acquirement (and year when purchased) including of land in case of house	(4) Present Value*	(5) If not in own name; state in whose name held & his/her relationship to the government servant	(6) How acquired whether by purchase, Lease, @Mortgage, Inheritance, gift or otherwise with the date of acquisition and name with details of persons from whom acquired. Also indicate the sources of finance	(7) Annual income from the property	(8) Remarks

Date :
Place :

Signature :
Name :
Designation :

Inapplicable to be struck out

* In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
 @ Includes short term also.

Note 1. The declaration form is required to be filled and submitted on first appointment to the service and thereafter at the interval of every twelve months giving particulars of all immovable Properties owned acquired or inherited by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person. All the columns 1 to 8 to be filled completely. No column should be left blank.

2. It may be noted that as per Board's instructions mentioning of words like "No change" or "as per last year" should be avoided and all columns of the proforma should be duly filled in.