



A DIGITAL WORK PLACE SOLUTION

IPR

Immovable Property Return User Manual



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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 screenshot shows the SPARROW login interface. The header includes the eoffice logo and the text 'A DIGITAL WORKPLACE SOLUTION'. Below this, the title 'SPARROW' is displayed, followed by the subtitle '| Smart Performance Appraisal Report Recording Online Window |'. The main content area contains a login form with the following elements: a 'User Name' field with the value '011HPH', a 'Password' field with masked characters, a 'Captcha' field with the value '10jbs9', and a 'Login' button. There is also a 'Find Your User Name' link and a 'Frequently Asked Questions' link. At the bottom of the page, there are links for 'Forgot NICeMail ID', 'Forgot Password', 'Apply for NICeMail ID', 'Quick Start', 'Contact Us', and 'Support'. The footer contains copyright information: '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**

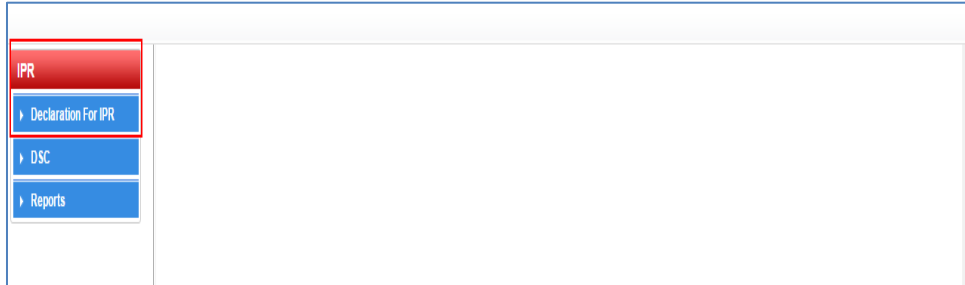
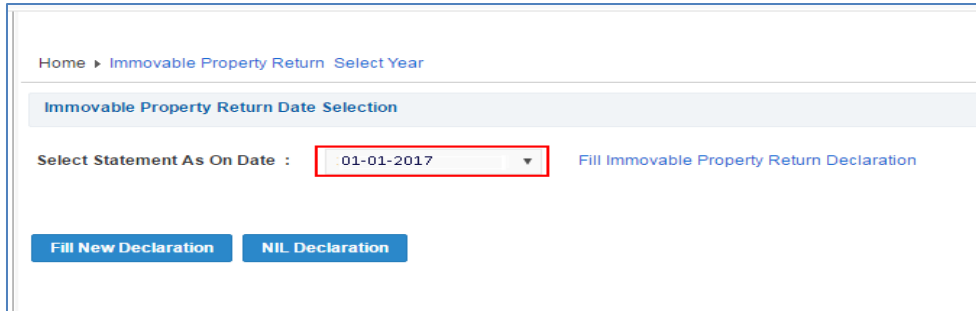


Fig.2

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

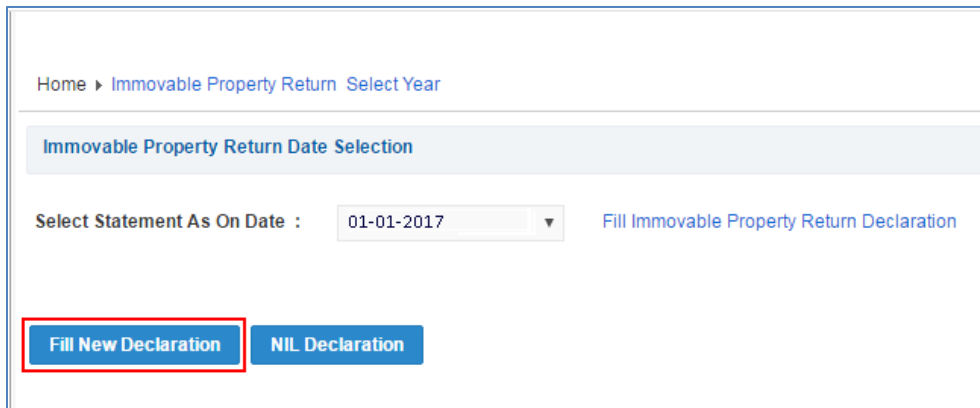
Immovable Property Return Date Selection

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**

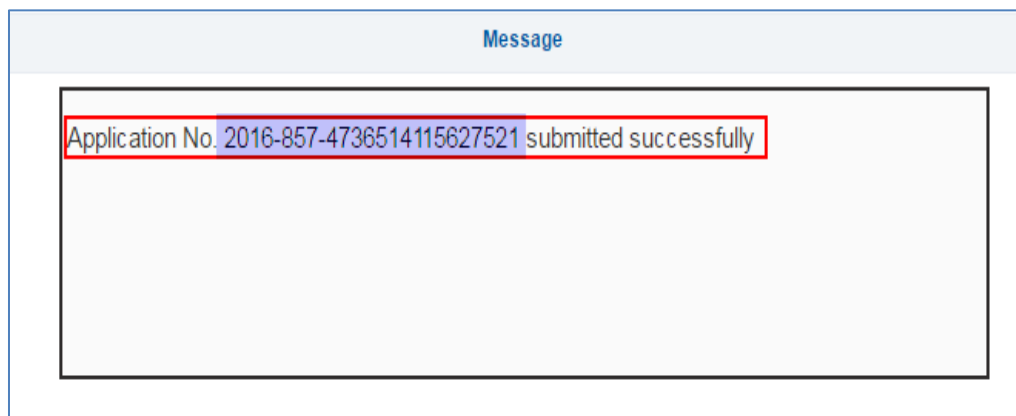


Fig.8

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 shows 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 :', a dropdown menu showing '31-12-2016', and a link 'Fill Immovable Property Return Declaration'. At the bottom of the interface, 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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