

A-280141/1/2020-ADMIN (P AND T)-DCMSME  
Government of India  
Office of the Development Commissioner (MSME)  
Ministry of Micro, Small & Medium Enterprises  
IEDS Cell

\*\*\*\*

Nirman Bhawan, New Delhi

Dated: 1<sup>st</sup> Jan, 2024

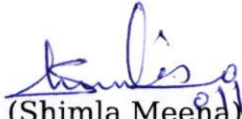
CIRCULAR

Subject: Online submission of Immovable Property Return (IPR) for the year 2023(as on 31.12.2023) - reg.

The undersigned is directed to inform that the IEDS Cadre Officers has to submit their IPR on SPARROW Portal for which the window is open from 01.01.2024.

This issue with the approval of competent authority.

Encl: IPR User Manual.

  
(Shimla Meena) 01/01/24  
Assistant Director

To,

1. SENET division with a request to upload on the website.
2. Notice Board, O/o DC-MSME, Nirman Bhawan, New Delhi

Copy to::

1. Joint Director (Vigilance), O/o DC-MSME, Nirman Bhawan
2. Under Secretary (Vigilance), M/o MSME, Nirman Bhawan



A DIGITAL WORK PLACE SOLUTION

IPR

# Immovable Property Return User Manual



Prepared by  
National Informatics Centre

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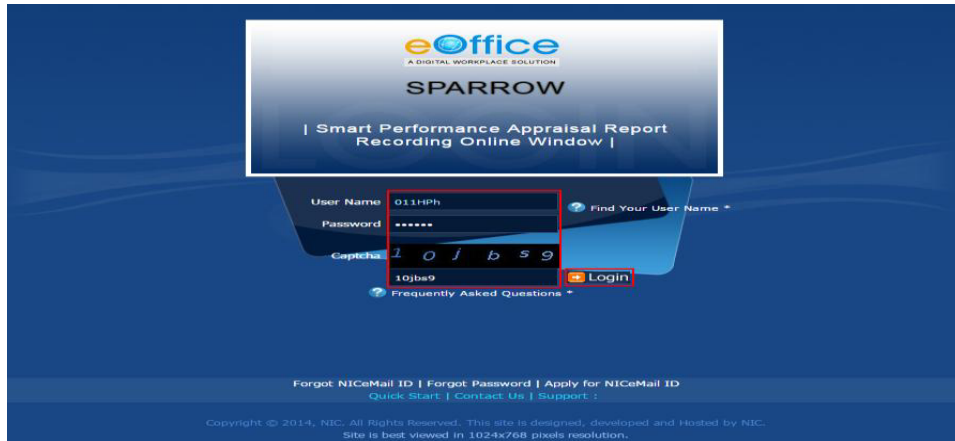
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## Key Aspects of Declaration and Information related to Immovable Property Return (IPR)

- 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.

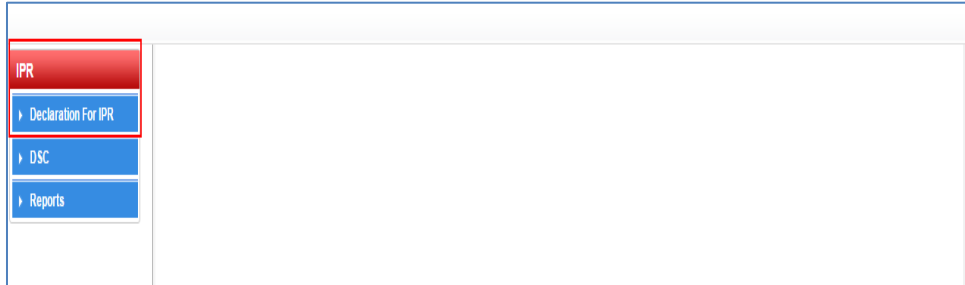
## Login to IPR

- Login to the SPARROW using the existing user-ID and password as shown in **Fig.1**



**Fig.1**

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

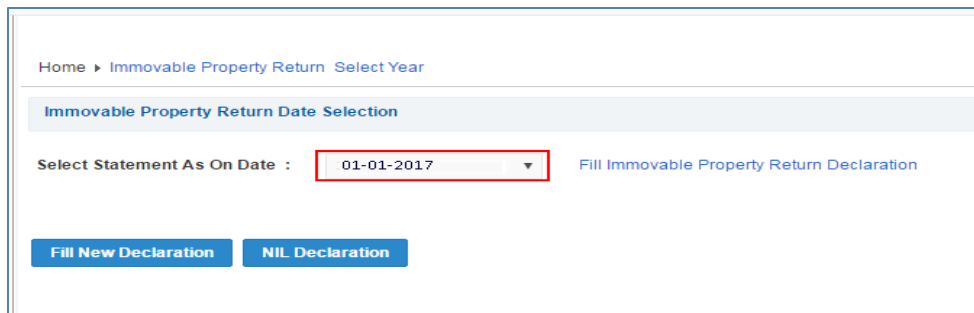


**Fig.2**

## 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

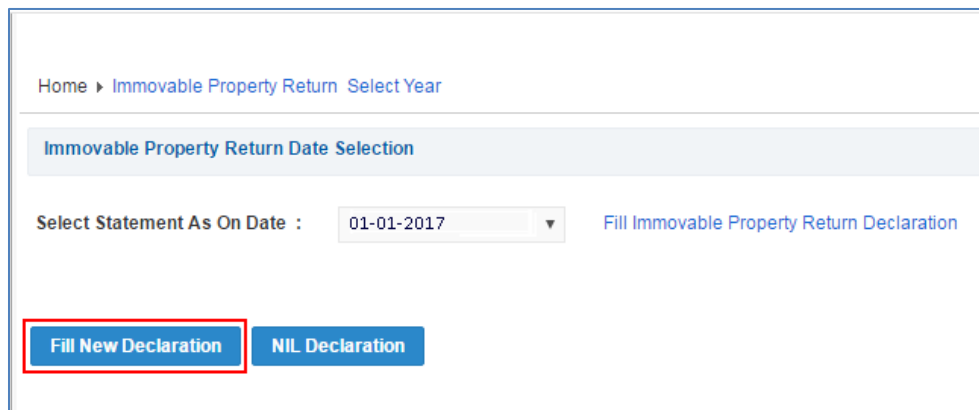
Immovable Property Return Date Selection

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**

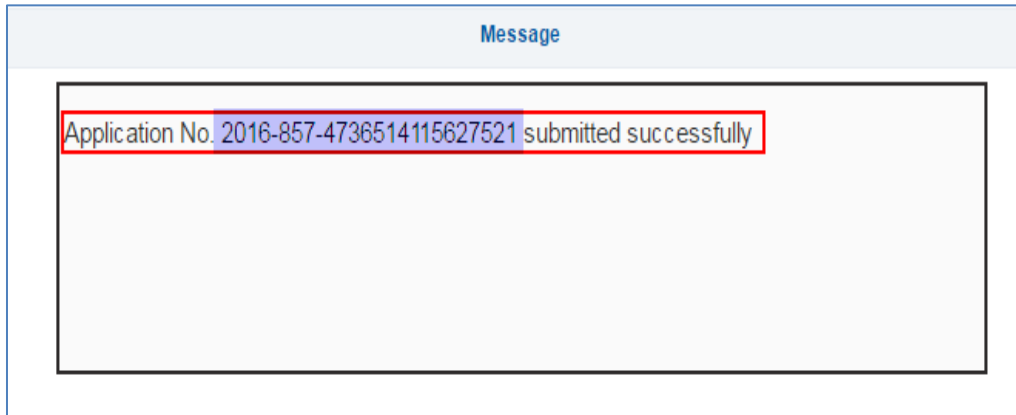
- Fill the information as shown in **Fig.6**

**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**

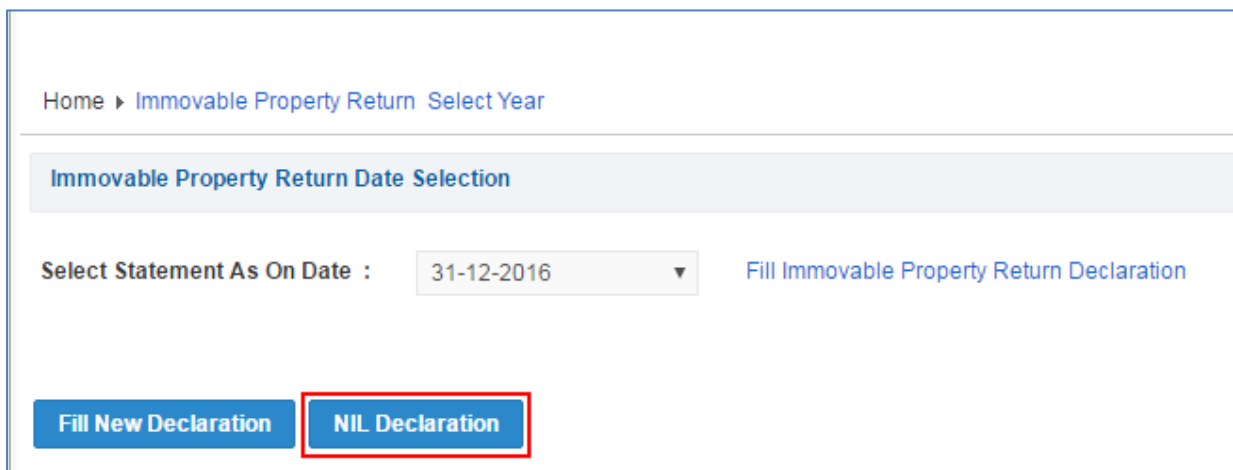


**Fig.8**



## 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 filing an 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 section, 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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