



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

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F.No HRD/PMD/13/444/6/IPR-19/2018-19/ 5904

Date: 31/12/2018

To,

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: Online submission of Immovable Property Return (IPR) as on 01.01.2019  
through Property Return & Intimation Module (PRI) module of 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. Property Return & Intimation (PRI) Module of Human Resource Management System (HRMS) as part of ITBA (Income Tax business Application) is available on the ITD intranet since 21<sup>st</sup> October, 2016 and also on internet using RSA Token through <https://vpn.incometax.gov.in>. In this context, it is to inform that Immovable Property Return (IPR) for the year ending 31.12.2018 i.e. as on 01.01.2019 may be filed online through PRI Module of HRMS.
  5. 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" has been inserted in PRI module of HRMS with the approval of the Competent Authority. It is requested that all the officers who have declared any property in earlier filed IPR's should also update the Cost of construction/Acquirement including of land in case of house while filing the IPR online as on 01.01.2019.
- 5.1 Further, only IRS officers are required to fill up the Civil Code.

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 is as follows:

- Fill up IPR details online in the given pro-forma and save it ;
- Click save button ;
- 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".
- 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

- 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".
  - Take print out and sign it.
  - Attach signed and scanned copy of IPR through attachment option.
  - 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 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](mailto:support.hrms@incometax.gov.in).
10. Further, in the light of instruction of DoPT communicated vide OM No.11013/3/2011-Estt.A dated 23<sup>rd</sup> September, 2013 (copy enclosed) 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](http://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,

*SK*  
(Shashi Kajle),  
Joint Director of Income Tax (PMD & HRMS)(HRD).

Copy to :-

- PPS to Member (Admin.) CBDT;
- ✓ Web Manager, [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in), with the request to upload it on the Website.

*Shashi Kajle*  
*21/11/18*  
Joint Director of Income Tax (PMD & HRMS)(HRD).