

F.N.HRD/PM/444/6/IPR-19/18-19/ 5905  
Government of India  
Ministry of finance,  
Central Board of Direct Taxes,  
(DIRECTORATE OF INCOME TAX (HRD))  
\*\*\*\*\*

New Delhi, dated the 31<sup>st</sup> December, 2018

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 2018 i.e. as on 01.01.2019 is to be uploaded by IRS officers themselves on the website: [www.irsofficersonline.gov.in](http://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 2018", which are enclosed, may please be seen.

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

Encls : As above

Joint Director of Income Tax (PMD & HRMS)(HRD).

*Shashi Kajle*  
31/12/18

Copy to:-

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

Joint Director of Income Tax (PMD & HRMS)(HRD).

*Shashi Kajle*  
31/12/18

**Instructions for uploading IPR on [www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in) for the year 2018**

1. The Immovable Property Returns (IPRs) for the year 2018 as on 01.01.2019 will be uploaded by the IRS officers themselves on the website: [www.irsofficersonline.gov.in](http://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 2018.
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](http://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](http://www.irsofficersonline.gov.in) in addition to filing IPR on HRMS.