How to fill Immovable Property Return through Sparrow.

1. Use URL https://sparrow-ifs.eoffice.gov.in
2. Login with your NIC account
   Ex :- Login   : rj000(nic code)@ifs.nic.in
   Password   : …………………
3. Get OTP
4. Enter OTP (Received on your registered Mobile Number)
5. Now Logged into your Sparrow Account
6. Left hand side Menus appear
7. IPR showing in Left hand side menus
8. Click on IPR
9. New Window will appear
10. There are two options in left hand side
11. Declaration IPR
12. Status of IPR
13. Click on Declaration IPR
14. Three options will show there
    a.) Fill New IPR   b.) Fill with previous data
    c.) Upload Physical Signed Form
15. In (a.) option, electronic form will appear
16. Choose from a. b. c. and upload IPR.
17. Please save as draft before sending IPR and check from download option that is in down arrow.
18. If you confirm that all details are correct click on send option.
19. Please be ready with your Aadhar Card.
20. Enter your Aadhar Card details.
21. Will receive OTP
22. Enter OTP and Submit form.
23. A message will appear, Your Immovable Property Return sent successfully.