

NIC HP

Annual Property Return

Manav Sampada

User Manual

Prepared by

NICSI

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Login

This is the home page of in Manav Sampada portal (<https://genpmis.hp.nic.in/>), here user can see the list of online orders published by different departments. In order to login employee first should have the login ID (PMIS code) and password then enter the result of the expression in the textbox and click Login.

Note: if employee does not have the login credentials then he/she should contact the department head office.

Department Of Personnel
Himachal Pradesh

मानव सम्पदा Government of Himachal Pradesh
A Green Governance Tool for Human Resource & Financial Management

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Gems of Digital India award 2018

CSI-SIG eGovernance Awards
CSI Nihilent Award 2017 of sustenance

National eGovernance Awards

Awards

BODE:--> Result of Departmental Examinations held in September, 2022 Office I

Notice Board

Latest 100 Orders of Different Department

Enter Order No. Or Select Date Search

Sr. No.	Dept	Order Date	Order Description (Order No/Year)
1	HEDU	08/02/2023	8846 / 2023-Transfer of Smt. Aruna Bhardwaj, Principal College Cadre
2	HEDU	08/02/2023	8845 / 2023-Transfer of Dr. Meenu Jiwan, AP English
3	HEDU	08/02/2023	8844 / 2023-Transfer of Smt. Raj Bhagti, AP Hindi
4	HFW	08/02/2023	21805 / 2023-Trf order of Smt. Leena & Smt. Nazia Khan, Staff Nurses
5	HEDU	07/02/2023	8841 / 2023-Transfer of Sh. Shyam Lal, AP Hindi
6	HEDU	07/02/2023	8840 / 2023-Transfer of Sh. Yash Pal, AP Pol Science
7	HEDU	07/02/2023	8842 / 2023-Transfer of Sh. Jagmohan, AP Maths
8	HEDU	07/02/2023	8843 / 2023-Trf of Sh. Bhisham Kumar, AP Sociology

12345678910...Last

Authorized Login

Department *
-Select-

Login ID *
Enter Employee Code

Password *
[Lock Icon]

Enter Expression Result *
5 + 8 = Expression Result

Login Forgot your password? NEW

View Property Return View eService Book
Online HIPA FeedBack Search Transfer/Promotion Orders
View Transactions Telephone Directory
Data Entry Status Age Wise Reports

After logging in successfully, employee will be directed to the dashboard as shown in the screen below. Some of the important or frequently used links are on the right side under "Important Links/Action Pending" section.

MANAV SAMPADDA Government of Himachal Pradesh
A Green Governance Tool for Human Resource & Financial Management

Department of >> DUMMY DEPARTMENT (NOT IN USE)
Logged As: 10004- N mmer
Establishment At: Head office

Dashboard Logout
Posted At: Head office
PMIS Role: Establishment Data Entry

Initialization eServiceBook Master eServiceBook Transaction Reports/Queries Transfer/Promotion My Profile

MAIN MENU

NAVEEN THAKUR

Personal Information

- Date of Birth: 01 Jan 1995
- Date of Retirement: 31 Dec 2040
- eSalary Code: IP01-13105
- Next Increment: ***
- Employee Type: Regular
- Designation: Senior Programmer

Address Information

Establishment Detail

Salary Details

- View Pension Calculation Sheet
- View Salary/GPF/CPF Subscription Details
- Annual Property Return Details
- Annual Confidential Report Details
- Departmental Exam Passed

Form Details (Click To View Form Detail)

Category	No. of Transactions
Education	3
Training	6
Family	2
Loan	3
Service History	6
Leave Details	22
Departmental Proceeding	1
Nominations	3
Award & Medals	3

Last Service History Update on Date: 14 Dec, 2022

Important Links / Action Pending

- Apply for Departmental Exam April, 2023
- Send Software Related Grievances to NIC-HP
- View eServicebook (Checklist)
- Upload Scanned Signature
- Update Contact Details
- Update Password
- Annual Property Return (APR)
- Online Apply Leave
- Submit Nominations For HIPA Training
- HPAS-APAR for the year 2021-2022
- Class-I and Class-II APARs for the year 2021-2022
- Online ACR: Generalized for all dept

Employee should make sure that his/her scanned signature is uploaded, because if the signature is uploaded then only it will appear at the bottom of the Annual property Return (APR).

How to Add Scanned signatures:

The employee dashboard screen has “My Profile” Menu. This menu has further submenus. In order to upload the scanned signature employee will have to click on Upload Scanned Signature sub menu item.

MANAV SAMPADDA Government of Himachal Pradesh
A Green Governance Tool for Human Resource & Financial Management

Department of >> DUMMY DEPARTMENT (NOT IN USE)
Logged As: 85053- J... APAR...
Establishment At: Head office

Dashboard Logout
Posted At: Head office
PMIS Role: General

Initialization eServiceBook Master eServiceBook Transaction Reports/Queries Transfer/Promotion My Profile

My Profile

- View eServicebook (Checklist)
- Update Password
- Update Contact/ Reset/ New Password Details
- Upload Scanned Signature
- Annual Property Return (APR)
- Online APAR of HPAS
- Online APAR of Class-I and Class-II
- Online ACR
- Online Leave/Tour Management
- HIPA Module
- PMIS Related Other
- Education Department Rationalization Master
- Send Software Related Grievances to NIC

Form Details (Click To View Form Detail)

Category	No. of Transactions
Education	0
Training	0
Family	0
Loan	0
Service History	0
Leave Details	0
Departmental Proceeding	0
Nominations	0
Award & Medals	0

Last Service History Update on Date: N.A.

Important Links / Action Pending

- Apply for Departmental Exam April, 2023
- Send Software Related Grievances to NIC-HP
- View eServicebook (Checklist)
- Upload Scanned Signature
- Update Contact Details
- Update Password
- Annual Property Return (APR)
- Online Apply Leave
- Submit Nominations For HIPA Training
- HPAS-APAR for the year 2021-2022
- Class-I and Class-II APARs for the year 2021-2022
- Online ACR: Generalized for all dept

On clicking the menu user will be directed to the following screen, if signature is already uploaded then the uploaded signature will appear here. Otherwise employee will have to browse the scanned signature and upload the sign. After uploading the signature now lets us move towards the APR filing.

My Profile

UPDATE MY SCANNED SIGN

Department: >> DUMMY DEPARTMENT (NOT IN USE) #

PMIS Code: 85055 #

First Name: AJAY Middle Name: KUMAR Last Name: THAKUR

Date of Birth: 10/08/1995

UPLOAD MY SCANNED SIGN

Choose File No file chosen (Only jpeg image should be Uploaded)

Upload Sign

Annual Property Return (APR)

To Fill the Annual Property Return (APR) employee will find the sub menu under my profile section or employee may directly find the menu on the dashboard under important links/ Action pending section as highlighted in the screen below.

On clicking this sub item, the details of the employee along with the previously submitted APR's will appear here. In order to add the new property, employee should check the check box as highlighted in the screen below.

On selecting the checkbox, the 1st form of immovable property will open up for the entry. Employee may select any of the form like:

- Immovable
- Liquid Assets

- Moveable
- PF and Life Insurance
- Debt & Other Liabilities

It's not mandatory to fill all the forms for APR submission. Employee may fill the desired forms ad per his assets details.

Immovable: The term ‘Immovable property’, an asset that cannot be moved from one place to another is immovable property. Immovable property is commonly referred to as real estate – a residential house, a warehouse, a manufacturing unit or a factory. Employee will have to fill all the mandatory fields and then click on “Add Immovable Property” button.

Note: Employee can edit the newly added property only upto 5 days from the date of entry.

After adding the property, employee will view the added property in the grid form as shown in the screen below. Employee can add multiple properties in each form. For new entry in the selected form employee should click on “+Add New Entry” button which is highlighted in the screen.

You have already submitted Annual Property Return for following years:

Show 10 entries

No Annual Property Return submitted!

Showing 0 to 0 of 0 entries

Property Detail of previous years which were already entered by an employee will be available for next years. However, the employee can add Property Details incase of any addition or they may cancel the previous entries incase of Modification/Deletion. The complete APR once submitted for any particular year cannot be modified.

NEW

[Add/View/Cancel/Carry Forward Property](#) [Submit Annual Property Return](#)

Immovable (1) Liquid Assets (2) Movable (3) PF and Life Insurance (4) Debts & Other Liabilities (5)

+ Add New Entry

Show 15 entries

SrNo	Status / Action	Property Description	Entry Date	Value of Property	Annual Income	Precise Location	Area of Land	Nature of Land	Extent of Interest	Holder Name	Acquisition Date	How Acquired	Particular of Sanction
1		House	07/02/2023	Rs. 5000000	Rs. 10000	Precise Location (District/Division/Tehsil and Village where Property Situated)	550	House	NA	Self dummy user	16/03/2000	Acquired through inheritance	

Showing 1 to 1 of 1 entries

Cancelled Properties / Assets could not be Shown as part of your APR Details.

Employee can update the added property by clicking in edit icon. Employee can only edit the added property upto 5 days only.

You have already submitted Annual Property Return for following years:

Show 10 entries

No Annual Property Return submitted!

Showing 0 to 0 of 0 entries

Property Detail of previous years which were already entered by an employee will be available for next years. However, the employee can add Property Details incase of any addition or they may cancel the previous entries incase of Modification/Deletion. The complete APR once submitted for any particular year cannot be modified.

NEW

[Add/View/Cancel/Carry Forward Property](#) [Submit Annual Property Return](#)

Immovable (1) Liquid Assets (2) Movable (3) PF and Life Insurance (4) Debts & Other Liabilities (5)

+ Add New Entry

Show 15 entries

SrNo	Status / Action	Property Description	Entry Date	Value of Property	Annual Income	Precise Location	Area of Land	Nature of Land	Extent of Interest	Holder Name	Acquisition Date	How Acquired	Particular of Sanction
1		House	07/02/2023	Rs. 5000000	Rs. 10000	Precise Location (District/Division/Tehsil and Village where Property Situated)	550	House	NA	Self dummy user	16/03/2000	Acquired through inheritance	

Showing 1 to 1 of 1 entries

Cancelled Properties / Assets could not be Shown as part of your APR Details.

On clicking the edit icon, employee will be directed to the new screen where he/she will be shown the details of the property. Employee may update the desired field and then click on “Update Immovable property” button and this action will update your property details.

Add/View/Cancel/Carry Forward Property
 Submit Annual Property Return

Immovable (1)
 Liquid Assets (2)
 Movable (3)
 PF and Life Insurance (4)
 Debts & Other Liabilities (5)

STATEMENT OF THE IMMOVABLE PROPERTY (i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)

Description of Property # House	Precise Location (District/Division/Tehsil and Village where Property Situated) # Precise Location (District/Division/Tehsil and Village where Property Situated)
Area of Land (In case of Land & Building) # 550	Nature of Land (In Case of Landed Property) # House
Extent of Interest # NA	Name of Holder in whose name Held & his/her Relationship with the Govt. Servant # Self dummy user
Date of Acquisition # 16/03/2000	
How Acquired (whether by purchase, mortgage, lease inheritance gift or otherwise) & Name with details of person(s) from whom acquired. # Acquired through inheritance	
Value of Property # Rs. 5000000 (Only Numeric Values)	Total Annual Income from the Property # Rs. 10000 (Only Numeric Values)
Particulars of Sanction Authority	Reason For Cancellation(e.g Sale of Property, Gift to Others) #

Present Address

Phone Number (with STD Code)
0177123456 (Only Numeric Values)

Mobile Number (Don't Prefix '0' or '+91')
9898989898 (Only Numeric Values)

e-mail Address
thakur10@gmail.com

Permanent Address

Phone Number (with STD Code)
0 (Only Numeric Values)

Before going to next APR From Employee should know about some other functionalities of this APR Module Like:

- Copy record from previous year
- Cancel Property

Copy record from previous year: Employee can use this option to duplicate that particular record. In words let's assume you have 2 houses and details of those are properties is almost similar then you can click on this "Copy Record from previous year" button then you will see the prefilled form where you can modify the details you desired then click on only "Add 'Property type'" button at the bottom as shown in the screen.

Immovable (1)
 Liquid Assets (2)
 Movable (3)
 PF and Life Insurance (4)
 Debts & Other Liabilities (5)

STATEMENT OF THE IMMOVABLE PROPERTY (i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)

Description of Property # House	Precise Location (District/Division/Tehsil and Village where Property Situated) # Precise Location (District/Division/Tehsil and Village where Property Situated)
Area of Land (In case of Land & Building) # 550	Nature of Land (In Case of Landed Property) # House
Extent of Interest # NONE	Name of Holder in whose name Held & his/her Relationship with the Govt. Servant # Self dummy user
Date of Acquisition # 16/03/2000	
How Acquired (whether by purchase, mortgage, lease inheritance gift or otherwise) & Name with details of person(s) from whom acquired. # Acquired through inheritance	
Value of Property # Rs. 5000000 (Only Numeric Values)	Total Annual Income from the Property # Rs. 10000 (Only Numeric Values)
Particulars of Sanction Authority	Reason For Cancellation(e.g Sale of Property, Gift to Others) #

Present Address

Phone Number (with STD Code)
0177123456 (Only Numeric Values)

Mobile Number (Don't Prefix '0' or '+91')
9898989898 (Only Numeric Values)

e-mail Address
thakur10@gmail.com

Permanent Address

Phone Number (with STD Code)
0 (Only Numeric Values)

Upon doing this a new entry will appear in the grid as shown in the screen below.

Add/View/Cancel/Carry Forward Property
 Submit Annual Property Return

Immovable (1)
 Liquid Assets (2)
 Movable (3)
 PF and Life Insurance (4)
 Debts & Other Liabilities (5)

Show 15 entries Search:

SrNo	Status / Action	Property Description	Entry Date	Value of Property	Annual Income	Precise Location	Area of Land	Nature of Land	Extent of Interest	Holder Name	Acquisition Date	How Acquired	Particular of Sanction
1	<input checked="" type="checkbox"/>	House	10/02/2023	Rs. 5000000	Rs. 10000	Precise Location (District/Division/Tehsil and Village where Property Situated)	550	House	NA1111	Self dummy user	16/03/2000	Acquired through inheritance	
2	<input checked="" type="checkbox"/>	House	07/02/2023	Rs. 5000000	Rs. 10000	Precise Location (District/Division/Tehsil and Village where Property Situated)	550	House	NA	Self dummy user	16/03/2000	Acquired through inheritance	

Cancel Property: Employee can this functionality in case, he/she does not possess the entered property. By cancelling the property he/she can remove the property from his/her Annual Property Return. In order to cancel a property employee will have to enter the reason for cancellation and then click on “Cancel Property” button which is in red colour.

Note: Cancelled Properties / Assets could not be shown as part of your APR Details.

Immovable (1)
 Liquid Assets (2)
 Movable (3)
 PF and Life Insurance (4)
 Debts & Other Liabilities (5)

STATEMENT OF THE IMMOVABLE PROPERTY (I.E LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)

Description of Property #
House

Precise Location (District/Division/Tehsil and Village where Property Situated) #
Precise Location (District/Division/Tehsil and Village where Property Situated)

Area of Land (In case of Land & Building) #
550

Nature of Land (In Case of Landed Property) #
House

Extent of Interest #
NA1111

Name of Holder in whose name Held & his/her Relationship with the Govt. Servant #
Self dummy user

Date of Acquisition #
16/03/2000

How Acquired (whether by purchase, mortgage, lease inheritance gift or otherwise) & Name with details of person(s) from whom acquired. #
Acquired through inheritance

Value of Property #
Rs. 5000000 (Only Numeric Values)

Total Annual Income from the Property #
Rs. 10000 (Only Numeric Values)

Particulars of Sanction Authority
Reason For Cancellation(e.g Sale of Property, Gift to Others) #
Sold the Property

Present Address

Phone Number (with STD Code)
0177123456 +91 9177025216 (Only Numeric Values)

Mobile Number (Don't Prefix '0' or '+91')
9898989898 (Only Numeric Values)

e-mail Address
thakur10@gmail.com

Permanent Address

Phone Number (with STD Code)
0 +91 9177025216 (Only Numeric Values)

Note: Cancelled Properties / Assets could not be shown as part of your APR Details.

Add/View/Cancel/Carry Forward Property
 Submit Annual Property Return

Immovable (1)
 Liquid Assets (2)
 Movable (3)
 PF and Life Insurance (4)
 Debts & Other Liabilities (5)

Show 15 entries Search:

SrNo	Status / Action	Property Description	Entry Date	Value of Property	Annual Income	Precise Location	Area of Land	Nature of Land	Extent of Interest	Holder Name	Acquisition Date	How Acquired	Particular of Sanction
1	Cancelled: Sold the Property	House	10/02/2023	Rs. 5000000	Rs. 10000	Precise Location (District/Division/Tehsil and Village where Property Situated)	550	House	NA1111	Self dummy user	16/03/2000	Acquired through inheritance	
2	<input checked="" type="checkbox"/>	House	07/02/2023	Rs. 5000000	Rs. 10000	Precise Location (District/Division/Tehsil and Village where Property Situated)	550	House	NA	Self dummy user	16/03/2000	Acquired through inheritance	

Liquid Assets: A liquid asset is an asset that can easily be converted into cash in a short amount of time. Liquid assets include things like cash, Gold. Employee will have to fill all the mandatory fields and then click on “Add Liquid Assets” button.

Note: Employee can edit the newly added property only upto 5 days from the date of entry.

After adding the property, employee will view the added property in the grid form as shown in the screen below. Employee can add multiple properties in each form. For new entry in the selected form employee should click on “+Add New Entry” button which is highlighted in the screen.

SrNo	Status / Action	Property Description	Name & Address Company/Bank	Value of Property	Annual Income Derived	Owner Name & Address	Relationship	Remarks
1		GOLD	HDFC	Rs. 500000	Rs. 0	Self	self	GOLD

Movable: Movable assets examples are everything that can be transported from one place to another, including: Vehicles, electronic devices, books, timber, etc. Employee will have to fill all the mandatory fields and then click on “Add movable Property” button.

Note: Employee can edit the newly added property only upto 5 days from the date of entry.

Add/View/Cancel/Carry Forward Property Submit Annual Property Return

Immovable (1)
 Liquid Assets (2)
 Movable (3)
 PF and Life Insurance (4)
 Debts & Other Liabilities (5)

STATEMENT OF MOVABLE PROPERTY

Description of Property #

Value At Time Acquisition #
 Rs. (Only Numeric Values)

Owner Name and Address #

How Acquired #

Date of Acquisition #

Remarks

[Back](#) [Add Movable Property](#)

Cancelled Properties / Assets could not be Shown as part of your APR Details.

After adding the property, employee will view the added property in the grid form as shown in the screen below. Employee can add multiple properties in each form. For new entry in the selected form employee should click on “+Add New Entry” button which is highlighted in the screen.

Add/View/Cancel/Carry Forward Property Submit Annual Property Return

Immovable (1)
 Liquid Assets (2)
 Movable (3)
 PF and Life Insurance (4)
 Debts & Other Liabilities (5)

[+ Add New Entry](#)

Show entries Search:

SrNo	Status / Action	Property Description	Value at Time Acquisition	Owner Name Address	How Acquired	Aquisition Date
1	✎	CAR	Rs. 800000	Ajay Kumar, Shimla the mall road	Purchased	02/03/2022

Showing 1 to 1 of 1 entries First Previous Next Last

Cancelled Properties / Assets could not be Shown as part of your APR Details.

Similarly, employee can fill all the forms with correct information

PF and Life Insurance: This form is comprised of two different forms:

1. PF
2. Life insurance

Employee can enter all the mandatory details in either part (A or B) then click on “Add Insurance Policy” or “Add Provident Fund” respectively to save the details.

Note: Employee can edit the newly added property only up to 5 days from the date of entry.

Immovable (1)
 Liquid Assets (2)
 Movable (3)
 PF and Life Insurance (4)
 Debts & Other Liabilities (5)

STATEMENT OF PROVIDENT FUND AND LIFE INSURANCE

Part-A (Insurance Policy)
 Insurance Policy No. _____
 Date of Policy # _____
 Name and Insurance Company # _____
 Sum Insured # _____ (Only Numeric Values)
 Date of Maturity # _____
 Amount of Annual Premium # _____ (Only Numeric Values)
 Remarks (If there is dispute regarding closing balance the figure according to the Govt, Employee should be mentioned in this column.)

 Add Insurance Policy

Part-B (Provident Fund)
 Type of Provident Fund
 GPF CPF
 GPF/CPF Account No. _____
 Closing Balance as Last Reported by the Audit / A.O # _____ (Only Numeric Values)
 Date of Closing Such Balance # _____
 Contribution Made Subsequently # _____ (Only Numeric Values)
 Total Amount # _____ (Only Numeric Values)
 Remarks (If there is dispute regarding closing balance the figure according to the Govt, Employee should be mentioned in this column.)

 Back Add Provident Fund

Cancelled Properties / Assets could not be shown as part of your APR Details.

Debt & Other Liabilities: This is the last form of the APR, where employee can enter the details of his debt or other liabilities like loan form bank. Employee will have to fill all the mandatory fields and then click on “Add Debt and Liability” button.

Note: Employee can edit the newly added property only up to 5 days from the date of entry.

Add/View/Cancel/Carry Forward Property
 Submit Annual Property Return

Immovable (1)
 Liquid Assets (2)
 Movable (3)
 PF and Life Insurance (4)
 Debts & Other Liabilities (5)

STATEMENT OF DEBTS AND LIABILITIES

Amount # _____ (Only Numeric Values)
 Rs. _____
 Name and Address of Creditor # _____
 Date of Incurring Liability # _____
 Detail of Transaction # _____
 Remarks

 Back Add Debts and Liability

Cancelled Properties / Assets could not be shown as part of your APR Details.

Submit APR

After filling the APR details employee will have to select the “Submit Annual Property return” checkbox in order to submit the APR. Then employee will have to select the year for which he wants to submit the APR.

You have already submitted Annual Property Return for following years:

Show 10 entries Search:

⚠ No Annual Property Returns submitted!

Showing 0 to 0 of 0 entries First Previous Next Last

ℹ Property Detail of previous years which were already entered by an employee will be available for next years. However, the employee can add Property Details incase of any addition or they may cancel the previous entries incase of Modification/Deletion. The complete APR once submitted for any particular year cannot be modified.

Add/View/Cancel/Carry Forward Property **Submit Annual Property Return**

ℹ After Pressing the View Button a PDF file will be generated, Keep the PDF file open and press Submit Button.

Year: 2022 View

ℹ Cancelled Properties / Assets could not be Shown as part of your APR Details.

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NIC National Informatics Centre Digital India Power To Empower

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After selecting the year employee will click on “view” button. Upon clicking the “View” button a pop will appear where user can view the details of property he/she is going to submit. After viewing the APR employee will click on “Submit” button to finally submit the APR for that particular year.

Rpt_PropertyDetailsEmployee - Google Chrome

genpmis.hp.nic.in/Aspx/ReportViewer.aspx

Form-1 (Statement of the Immovable Property i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)

Sr.No	Description of Property	Precise Location	Area of Land	Nature of Land	Extent of Interest	Date of Acquisition	How Acquired	Value of Property	Particular of Sanction	Total Annual Income	Date of Entry
1	House	Precise Location (District/Division/Tehsil and Village where Property Situated)	550	House	NA	10/03/2000	Acquired through inheritance	5000000		10000	10/02/2023

Form-2 (Statement of Liquid Assets)

Sr. No.	Description Of Property	Name Address Company/Bank	Amount	Owner Name Address	Relationship	Annual Income Derived	Remarks
1	GOLD	HFPC	Rs. 500000	Self	self	Rs. 0	GOLD

Generated on: 10/02/2023 Page 1 of 2

Form-3 (Statement of Movable Property)

Sr. No.	Description Of Property	Value at Time Acquisition	Owner Name Address	How Acquired	Acquisition Date	Remarks
1	CAR	Rs. 800000	Ajay Kumar, Shimla the mall road	Purchased	02/03/2022	

Form-4 (Statement of Provident Fund And Life Insurance Policy)

Part-A (Insurance Details)						Part-B (Provident Fund)						
Sr. No.	Insurance Policy No.	Insurance Date	Name of Insurance Company	Sum Insured	Date of Maturity	Amount of Premium	PF Acct. No.	Closing Balance Last Reported	Date of Closing Balance	Contribution made Subsequent to	Total Amount	Remarks

particular year cannot be modified.

Add/View/Cancel/Carry Forward Property **Submit Annual Property Return**

ℹ You have not submitted Annual Property return! You can view and submit the Annual Property Return detail. After Pressing the View Button a PDF file will be generated, Keep the PDF file open and press Submit Button.

Year: 2020 View Submit

ℹ Cancelled Properties / Assets could not be Shown as part of your APR Details.

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NIC National Informatics Centre Digital India Power To Empower

After APR Submission employee can see that the new entry of submitted APR appeared on the page as shown in the screen below. By clicking on “View” button employee can view the submitted APR.

Note: The added properties will remain available for the next year unless they are cancelled by the employee himself.

EMPLOYEE ANNUAL PROPERTY RETURN

Department: >> DUMMY DEPARTMENT (NOT IN USE)

Employee Code: 85055

First Name: AJAY Middle Name: KUMAR Last Name: THAKUR

Date of Birth: 10/08/1995

You have already submitted Annual Property Return for following years:

Show 10 entries Search:

Sr.No	Year	Value of Total Property	Total Annual Income	Submit Date	Action
1	2020	5000000	10000	10/02/2023	VIEW

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Property Detail of previous years which were already entered by an employee will be available for next years. However, the employee can add Property Details incase of any addition or they may cancel the previous entries incase of Modification/Deletion. The complete APR once submitted for any particular year cannot be modified.

Add/View/Cancel/Carry Forward Property Submit Annual Property Return

Cancelled Properties / Assets could not be shown as part of your APR Details.

 

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