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 <u>https://genpmis.hp.nic.in/</u>), 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.

	Р	epartment (imachal Pra	Of Personnel desh	A Green Governance Tool for Human Resource & Financial Management
د c	ontact Us	e 🙁 About	Manav Sampada 🛛 🚳 Dashboard	🖹 GIS Reports 🔺 Nodal officer 🛛 ? New Features FAQ 🌲 Notifications
3	Gener	Gems of CSI- eGove CSII	of Digital india award 20 SIG ernance Awards Nihilent Award 2017 of National Governance Awards	2018 Awards F sustenance BODE:> Result of Departmental Examinations held in September, 2022 Office
	Notice Bo	pard		Authorized Login
_		Latest 100 C	Orders of Different Department	Department *
E	nter Orde	er No.	Select Date	Search -Select-
Sr. No.	Dept	Order Date	Order Description (Order No/Year)	Login ID *
1	HEDU	08/02/2023	8846 / 2023-Transfer of Smt. Aruna B Principal College Cadre	Bhardwaj, Password *
2	HEDU	08/02/2023	8845 / 2023-Transfer of Dr. Meenu Jiv English	Jiwan, AP
3	HEDU	08/02/2023	8844 / 2023-Transfer of Smt. Raj Bha Hindi	nagti, AP Enter Expression Result *
4	HFW	08/02/2023	21805 / 2023-Trf.order of Smt.Leena&Smt.Nazia Khan,Staff Nu	kurses Expression Result
5	HEDU	07/02/2023	8841 / 2023-Transfer of Sh. Shyam L. Hindi	Lal. AP Login Forgot your password?
6	HEDU	07/02/2023	8840 / 2023-Transfer of Sh. Yash Pal, Science	al, AP Pol
7	HEDU	07/02/2023	8842 / 2023-Transfer of Sh. Jagmoha Maths	Nan, AP Online HIPA FeedBack Search Transfer/Promotion Orders
8	HEDU	07/02/2023	8843 / 2023-Trf of Sh. Bhisham Kuma Sociology	nar, AP 💽 View Transactions 📕 Telephone Directory
			12345678910Last	Data Entry Status Age Wise Reports

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

Compariment of >> DUMMY DEPARTMENT (NOT IN USE) Logged As 1000-1 N	मानव सम्पदा Government of Himachal Prade A Green Governance Tool for Timman Resource & Financial Lanagemen	sh ti B bahboard in Looset Forsted at ited offic PHS Setter Standbarter Obse Entry
Initialization eServiceBook Master eServiceBook Transaction Reports/Queries Transfer	r/Promotion My Profile	
e main menu Naveen thakur	Form Details (Click To View Form Detail)	Important Links / Action Pending
Personal Information Date of Birth 01 Jan 1,3 Date of Birth 01 Jan 1,3 Date of Birth 10 Lan 1,3 Estany Code IPD113105 Estany Code IPD113105 Encloyee Type Regular Designation Senior Programmer Madress Information Regular Establishment Detail Statay OPEctPF Statay OPEctPF Subsociation Sheet Vew Salay/GPF/CPF Subsociption Details Panaul Property Return Details Panaul Confidential Report Details Panaul Property Return Details	Giordiano Tarreno Fareno Service Holdero Level Distanto Level Distanto Austral & Holdero Junto Berline Biologia Level Distanto Level Distanto	Apply for Departmental Exam April. 2023 Send Software Related Orivances to NC-HP View Edenviation: (Checks) Update Sourced Signature Update Sourced Signature Update Sourced Details Update Sourced Details Update Sourced NetWork (APR) Online Apply Leare Submit Nominations For HPR Training HPRS-APRI for the year 2021-2022 Ocase-1 and Olase-1 APRRs 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.



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 SC	LUPDATE MY SCANNED SIGN							
Department	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	UPLOAD MY SCANNED SIGN							
Choose File No	file chosen	(Only Jpeg Image Shoul	ld 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.

Department of >> DUMMY DEPARTM	ENT (NOT IN USE)	ानव सम्पदा Government of Himacl A Green Governance Tool for Human Resource & Financia	hal Pradesh I Management	a Dashboard @ Logout
Establishment At: Head office	tor			Posted At: Head office PMIS Role: General
My Profile				
View eServicebook (Checklist)				
Update Password				
Update Contact/ Reset/ New Password Details		Form Details (Click To View Form Detail)	Important Links / Action Pending	
Upload Scanned Signature			Apply for Departmental Exam April. 2023	
Annual Property Return (APR)	10 Aug 1995	Education 0	Send Software Related Grievances to NIC-HP	
Online APAR of HPAS	31 Aug 2053	Training	View eServicebook (Checklist)	
Online APAR of Class-I and Class-II	***		Upload Scanned Signature	
Online ACR	Regular	Family 0	Update Contact Details	
Online Leave/Tour Management	Director	Loan 0	O Update Password	
HIPA Module	•	Service History 0	Annual Property Return (APR)	
PMIS Related Other	•		Online Apply Leave	
Education Department Rationalization		Leave Details 0	Submit Nominations For HIPA training LIPAS, APAR for the year 2021, 2022	
Master		Departmental Proceeding 0	Class-I and Class-II APARs for the year 2021-2022	
Send Software Related Grievances to NIC		Nominae	Online ACR: Generalized for all dept	
Q View Salary/GPF/CPF Subscription E	Details	Admine 0		
Annual Property Return Details		Award & Medals 0		
		0 0 0 0 0 0 No. of Transactions		
Annual Contidential Report Details Departmental Exam Passed		Last Service History Updation on Date:N.A.		

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.

₹ 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 f	ollowing y	vears:							
Show 10 🗸 entries							Search			
A No Annual P	roperty Return submitted!									
Showing 0 to 0 of 0 er	ntries						First	Previous	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.										
NEW Add/View/Cancel/Carry Forward Property Submit Annual Property Return										
Cancelled Properties / Assets could not be Shown as part of your APR Details.										

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.

Ø	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 LAND	S, HOUSE, SHOPS AND OTHER BUILDING ETC.)				
Description of Property #			Precise Location (District/Division/Tehsil and Village where Property Situated) #		
Area of Land (in case of Land & Building) #			Nature of Land (In Case of Landed Property) #		
Extent of Interest #			Name of Holder in whose name Held & his/her Relationship with the Govt. Servar	nt) #	
		li li		le le	
Date of Acquisition #					
		and the second			
How Acquired (whether by purchase, morgage, lease i	interitance gift or otherwise) a Name with details of pe	rson(s) from whom acquired.			
Value of Property #			Total Annual Income from the Property		
Rs.		(Only Numeric Values)	Rs.	(Only Numeric Values)	
Particulars of Sanction Authority			Reason For Cancellation(e.g Sale of Property, Gift to Others) #		
		a			
Present Address					
Phone Number (with STD Code)					
0		eg 01772625216 (Only Numeric Values)			
Mobile Number (Don't Prefix '0' or '+91')					
		(Only Numeric Values)			
e-mail Address					
thakurajay9510@gmail.com					
Permanent Address					
Phone Number (with STD Code)					
0		eg 01772625216 (Only Numeric Values)			
Back Add Immovable Property					

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.

Immovable (1)	 Liquid Assets (2) 	Movable (3)	PF and Life Insurance (4)	 Debts & Other Liabilities (5)
STATEMENT OF THE IMMOVABLE PROPERTY (i.e LAN	DS, HOUSE, SHOPS AND OTHER BUILDING ETC.)			
Description of Property #			Precise Location (District/Division/Tehsil and Village where Property Situated) #	
House			Precise Location (District/Division/Tehsil and Village where Property Situated)	
Area of Land (In case of Land & Building) #		lê.	Nature of Land (In Case of Landed Property) #	lt
550			House	
Extent of Interest #		A	Name of Holder in whose name Held & his/her Relationship with the Govt. Servant) #	
NA			Self dummy user	
Date of Acquisition #				
16/03/2000				
How Acquired (whether by purchase, mortgage, lease	inheritance gift or otherwise) & Name with details of pe	rson(s) from whom acquired. #		
Acquired through inheritance				
Value of Property #			Total Annual Income from the Property #	
Rs. 5000000		(Only Numeric Values)	Rs. 10000	(Only Numeric Values)
Particulars of Sanction Authority			Reason For Cancellation(e.g Sale of Property, Gift to Others) #	
		te.		li
Present Address				
Phone Number (with STD Code)				
0177123456		eg 01772625216 (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		eg 01772625216 (Only Numeric Values)		
Back Add Immovable Property				
Add minovable Property				
Cancelled Properties / Assets could not be Show	in 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.

You have already submitted Annual Property Return for following years:								
Show 10 v entries				Search:				
A No Annual Property Return submitted!								
Showing 0 to 0 of 0 entries				First Previous Next Las				
Property Detail of previous years which were alree particular year cannot be modified.	• 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								
2	Add/View/Cancel/Carry Forward Proper	ty	🗆 Su	bmit Annual Property Return				
Immovable (1)	Liquid Assets (2)	Movable (3)	PF and Life Insurance (4)	Debts & Other Liabilities (5)				
+ Add New Entry								
Add New Entry Show 15 entries				Search:				
Add New Entry Show 15 entries SrNo * Status / Property Action * Description * Ent	try Date Property Income	Predise Location .	Area of Nature of Extent of Land Interest	Search Holder • Acquisition Name • Date • How Acquired • Sanction				
Add New Entry Show 15 • entries SrNo * Status / Property Action Description Entries 1 Image: House Official Contemport	try Date Value of Annual Property Annual Income Rs 500000 Rs 10000	Predise Location Precise Location District/Division/Tehsil and Village where Propents Strutedity	Area of Land Nature of Extent of Interest So	Holder Acquisition How Acquired Search: Name Date How Acquired Search Self Jummy 16/03/2000 Acquired through user Inheritance				
Add New Entry Show 13 entries SrNo Action Property Entries 1 C House 07/ Showing 1 to 1 of 1 entries	try Date Value of Annual Property Rs. 500000 Rs. 10000	Precise Location Precise Location (District/Division/Tehsi and Village where Property Stuated)	Area of Land Area of Land Land Extent of Interest S50 House NA	Holder Name Acquisition How Acquired Particular of Sanction Set dummy 16/03/2000 Acquired through inheritance First Previous 1 Next Laz				

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 Propert	ty Return for following years:					
Show 10 v entries				Search:		
A No Annual Prope	rty Return submitted!					
Showing 0 to 0 of 0 entries				First Previous Next Last		
0 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.						
NEV E	Add/View/Cancel/Carry Forward Property		🗆 Submit Ann	Jal Property Return		
Immovable (1)	Liquid Assets (2)	Movable (3)	PF and Life Insurance (4)	Debts & Other Liabilities (5)		
+ Add New Entry Show 15 • entries				Search		
SrNo Action Description E	Entry Date Value of Annual Froperty Annual Precise Loca	ition	◆ Area of Land ◆ Land ◆ Extent of Interest ◆ Holder Name	Acquisition Date How Acquired Particular of Sanction		
1 House 0 Click to View / Update (Enabled	17/02/2023 Rs. 5000000 Rs. 10000 Precise Locati J Till 5 Days After Last Update) / Cancel / Copy Record From	tion (District/Division/Tehsil and Village where Pro Previous Year	roperty 550 House NA Self dun user	my 16/03/2000 Acquired through inheritance		
Showing 1 to 1 of 1 entries				First Previous 1 Next Last		
Cancelled Properties / Assets could not be Show	wn 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)	D Movable (3)	PF and Life Insurance (4)	Debts & Other Liabilities (5)	
STATEMENT OF THE IMMOVABLE PROPERTY (i.e LAND	S, HOUSE, SHOPS AND OTHER BUILDING ETC.)				
Description of Property #			Precise Location (District/Division/Tehsil and Village where Property Situated) #		
House			Precise Location (District/Division/Tehsil and Village where Property Situ	uated)	
Area of Land (In case of Land & Building) #			Nature of Land (In Case of Landed Property) #		
550			House		
Extent of Interest #			Name of Holder in whose name Held & his/her Relationship with the Govt. Servan	# (Jr	
NA			Self dummy user		
Date of Acquisition #					
16/03/2000					
How Acquired (whether by purchase, mortgage, lease in	nheritance gift or otherwise) & Name with details of pe	rson(s) from whom acquired. =			
Acquired through inheritance					
Value of Property #			Total Annual Income from the Property #		
Rs. 5000000		(Only Numeric Values)	Rs. 10000	(Only Numeric Values)	
Particulars of Sanction Authority			Reason For Cancellation(e.g Sale of Property, Gift to Others) #		
		ĥ		1	
Present Address					
Phone Number (with STD Code)					
0177123456		eg 01772625216 (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		eg 01772625216 (Only Numeric Values)			
Back Update Immovable Property Cancel	Immovable Property Copy Record From Previous	Year			

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 LAND	S, HOUSE, SHOPS AND OTHER BUILDING ETC.)			
Description of Property #			Precise Location (District/Division/Tehsil and Village where Property Situated) #	
House			Precise Location (District/Division/Tehsil and Village where Property Situated	0
		18		
Area of Land (In case of Land & Building) #			Nature of Land (In Case of Landed Property) #	
550			House	
		4		6
Extent of Interest #			Name of Holder in whose name Held & his/her Relationship with the Govt. Servant) #	
NONE			seir dummy user	
		7		
Date of Acquisition #				
How Acquired (whether by purchase, morrage, lease in	oberitance sift or otherwise) & Name with details of new	reap(s) from whom arm load #		
Acquired through inheritance	internative gift of other many a runne mor becaus of per	solidy non-encomence and		
Malue of Descents #			Texal America Income from the Descent of	A
Ps 5000000		(Only Numeric Values)	Ps 1000	(Only Numeric Values)
Particulars of Sanction Authority		(only remaine reades)	Reason For Cancellation(e.g. Sale of Property, Gift to Others) #	(only rearies about
Perceders of sericion Pocharty			Reason For Cancelladori(e.g.sale of Property, dirt to objerty)	
Present Address		A		A
Phone Number (with STD Code)				
0177123456		ele 01772625216 (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		e.g 01772625216 (Only Numeric Values)		
Add Immovable Property				

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

Annual	Pro	pertv	Return
/		ροιτγ	necuarii

			Add/View	/Cancel/Carry Fe	orward Proper	ty	Submit Annual Property Return								
	Immovable (1)				Movable (3)	PF and Life Insurance (4) Debts & Ot					Debts & Other Liat	Other Liabilities (5)			
+ Add Ne Show 15	Add New Entry w 13 v entries Status / Property Value of Annual								Search:						
SrNo	Action	Description	Entry Date	Property	Income	Precise Location	Land	Land	Interest	Name	Date	How Acquired	Sanction		
1	œ	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	8	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 LAN	DS, HOUSE, SHOPS AND OTHER BUILDING ETC.)			
Description of Property #			Precise Location (District/Division/Tehsil and Village where Property Situated) #	
House			Precise Location (District/Division/Tehsil and Village where Property Situat	ed)
Area of Land (In case of Land & Building) #		18	Nature of Land (In Case of Landed Property) #	
550			House	
Extent of Interest #			Name of Holder in whose name Held & his/her Relationship with the Govt. Servant) :	#
NA1111			Self dummy user	
Date of Acquisition #		10		,
16/03/2000				
How Acquired (whether by purchase, mortgage, lease	inheritance gift or otherwise) & Name with details of pe	erson(s) from whom acquired. #		
Acquirea through inneritance			Territorent frank frank a	
Value of Property #		(Only Normal a Veloce)	lotal Annual Income from the Property #	(0-1.1)
Rs. S000000		(Only Numeric Values)	RS. 10000	(Only Numeric Values)
Particulars of Sancoon Autonity			Sold the Property	
			bold the respecty	
Present Address				· · · · · · · · · · · · · · · · · · ·
Phone Museline (with STD Code)				
0177123456		ex 01772625216 (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		e.g 01772625216 (Only Numeric Values)		
Back Update Immovable Property Cance	el Immovable Property Copy Record From Previous	s Year		

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

		 ✓ 	Add/View/Cance	el/Carry Forward	i Property	 Submit Annual Property Return 								
	Immovable (1)	Movable (3)		PF and Life	Insurance (4)			Debts & Other Liabi	ities (5)					
Add New Entry Show 13 v 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	2	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.

A 💟	dd/View/Cancel/Carry Forward Property			Submit Annual	Property Return	
Immovable (1)	☑ Liquid Assets (2)	🗌 Movable (3)		PF and Life Insurance (4)	🗌 Debts & Othe	er Liabilities (5)
STATEMENT OF LIQUID ASSETS						
Description of Property #			Name and A	ddress of Company / Bank etc. #		
GOLD			HDFC			li li
Amount #			If not in own	name and address of persons in whose name held #		
Rs. 500000		(Only Numeric Values)	Self			
Relationship with the Govt. Servant #			Annual Inco	me Derived #		
self			Rs. 0			(Only Numeric Values)
Remarks						
GOLD						
Add Liquid Assets						
Cancelled Properties / Assets could no	t be Shown as part of your APR Details.					

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.

✓ A	dd/View/Cancel/Carry Forward Property		Submit Annual Property Return								
Immovable (1)	Liquid Assets (2)	🗌 Movable (3)	PF and Life Insura	nce (4)	Debts & Other Liabilities (5)						
+Add New Entry Show 15 v entries					Search:						
SrNo 🔺 Status / Action 💠 Propert	y Description 🔶 Name & Address Comp	any/Bank 🗢 Value of Property	Annual Income Derived	Owner Name & Address	Relationship	Remarks \$					
1 GOLD	HDFC	Rs. 500000	Rs. 0	Self	self	GOLD					
Showing 1 to 1 of 1 entries					First Previous	1 Next Last					
Cancelled Properties / Assets could no	t be Shown as part of your APR Details.										

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.

Z Add	d/View/Cancel/Carry Forward Property		🗆 Submit Annua	l 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 #				
CAR				
Value At Time Acquisition #				
Rs. 800000		(Only Numeric Values)		
Owner Name and Address #				
Ajay Kumar, Shimla the mall road				
How Acquired #				
Purchased				
Date of Acquisition #				
02/03/2022				
Remarks				
Add Movable Property		h		
Cancelled Properties / Assets could not b	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 Pi	roperty	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 v entries				Search:						
SrNo 🔺 Status / Action 🖨	Property Description	Value at Time Acquisition	Owner Name Address	How Acquired Aquisition Date						
1 2	CAR	Rs. 800000	Ajay Kumar, Shimla the mall road	Purchased 02/03/2022						
Showing 1 to 1 of 1 entries				First Previous 1 Next Last						
Cancelled Properties / Assets could	d 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	re according to the Govt, Employee should be mentio	aned in this column)		
				li li
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.#				
Rs.		(Only Numeric Values)		
Date of Closing Such Balance #				
m				
Contribution Made Subsequently #				
Rs.		(Only Numeric Values)		
Total Amount #				
KS.		(Univ Numeric Values)		
recruitive (in one of a suspace regarding closing balance the light	c according to the dow, employee should be mentio	nea mana colamny		
Add Provident Fund				- B
Cancelled Properties / Assets could not be Shown as pair	rt 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 Pr	operty Return
Immovable (1)	Liquid Assets (2)	Movable (3)	PF and Life Insurance (4)	Debts & Other Liabilities (5)
STATEMENT OF DEBTS AND LIABILITIES				
Amount #				
Rs.		(Only Numeric Values)		
Name and Address of Creditor #				
		h		
Date of Incurring Liability #				
Detail of Transaction #				
		10		
Remarks				
Back Add Debts and Liability				
Cancelled Properties / Assets could not be Shi	own 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 v entries				Search:
A No Annual Property Return submitted!				
Showing 0 to 0 of 0 entries				First Previous Next Last
Property Detail of previous years which were already entered by an employee will be availate particular year cannot be modified.	ble for nex	it years. However, the employee can add Property l	Details incase of any addition or they may cancel the previous entries incase of Modific	ation/Deletion. The complete APR once submitted for any
NEW				
Add/View/Cancel/Carry Forward Pro	perty		Submit Annual Property	Return
After Pressing the View Button a PDF file will be generated, Keep the PDF file open and press	s Submit B	Button.		
	Year	2022	View	
Cancelled Properties / Assets could not be Shown as part of your APR Details.		2022 2021 2020		
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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_PropertyDeta	ailsofEmploye	ee - Google C	hrome								-		\times	Manav Sampar 🗙	🧭 Grievance Appella	te Committe	e X G	PF and	Life Insurance	- Google Se	× +		
🗎 genpmis.hp.ni	nic.in/Aspx/	ReportView	er.aspx										Q									QÊ	☆ 8
≡ Rpt_Pro	opertyDetail	lsofEmploy	ee	1 / 2	-	73% +	🕄	ల			Ŧ	÷	:	ernment of	Himachal Prad	lesh ment						C) etti	NY
Form-1	(Statement o	of the Immovat	ble Property	i.e LANDS, H	OUSE, SHO	PS AND OTH	ER BUILDING	G ETC.)													8	Dashboard G	Logout
Sr.N D	Property	Precise Location	Area of Land	Nature of Land	Extent of Interest	Date of Acquisition	How Acquired	Value of Prope	Particular of Sanction	Total Annual Income	Date of Entry			_								PMIS Role	: General
1 Ho	ouse	Precise Location (District/Division n/Tehsil and Village where Property Situated)	550	House	NA	16/03/2000	Acquired through inheritance	50000	100	1000	0 10/02/2023		l										
Form-2	(Statement o	of Liquid Asset	ts)		·							i l											
Sr. No.	Description Property	Of Name Com	e Address pany/Bank	Amoun		Address	Relatio	onship	Annual Incor Derived	ne	Remarks				~	#							
	GOLD		nore	NS. 5000		301		21	Rs. U		GOLD												
Generated	ed on: 10/02/2023	3	Property)								Page 1 of	2	ľ			Last	Name	1	THAKUR				
Sr. No.	Description	Of Property	Value at Tin	me Acquisition	Owner Na	me Address	How Acq	uired	Aquisition Date	Re	amarks										County		
	u	AR	RS. 800000		Ajay Kumar, i	oad	Purcha	sed	02/03/2022												Jearch		
Form-4	4 (Statement	of Provident	Fund And	Life Insuran	ce Policy)																		
C	surance Insura blicy Date	Part-A (In: Ince Name of Company	surance Detai Insurance y	ils) Sum Date Insure Mat	e of Amou urity t of Prem	in Type PF	Acct. Closis Balan Last	Part-B (F ng Date ice Closi Bala	of Contribut ing n made nce Subseque	tio Total Amount	Remarks										First Previ	ous Next	Last
		partic	cular year car	nnot be modif	ied.	, J	Luc, IRepor	pted, JL	lx					roperty Details incase	e of any addition or they may	y cancel the p	revious entries	s incase of	f Modification/E	leletion. The c	omplete APR on	e submitted for	any
		NEW																					
						Add/Vie	w/Cancel/C	arry Forv	vard Property								🗹 Submit /	Annual P	Property Retu	rn			
		You h	ave not subr	mitted Annual	Property ret	urn! You can v	iew and subr	nit the Anr	nual Property Re	eturn detail.	After Pressin	g the View E	lutton a	PDF file will be generate	ed, Keep the PDF file open a	and press Sub	mit Button.						
									Year	2020					View	Submit							
		• Cance	elled Properti	ies / Assets co	uld not be Sh	nown as part o	if your APR D	letails.															
			NIC	एन आई सी National Informatics Centre		Disclaimer : 0	ontent on this	website is pr	ublished and mana	aged by Depart	tment of Perso	nnel, Governn	nent of Hi	machal Pradesh . Site is des	signed by NIC State Centre, Hima	achal Pradesh.					ð	igital India ter 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	ar 🗢 Value of Total Property		Total Annual Income	Submit I	Submit Date Action	
1 2020	5000000		10000	10/02/20	23	
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/New/Cancel/Carry Forward Property D Submit Annual Property Return					ual Property Return	
Cancelled Properties / Assets could not be Shown as part of your APR Details.						
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