



OFFICE MEMORANDUM

Sub: Instructions on timely submission of Annual Immovable Property Return by the officers/ employees of the institute.

Reference is invited to Sub-rule 1(ii) of Rule 18 of the CCS(Conduct) Rules, 1964 stipulates that "*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 member of his family or in the name of any other person*".

2. Accordingly, all **Group 'A'** and **Group 'B'** officers of the institute are required to file Annual Immovable Property Return of the previous year latest by 31st January of the following year invariably. The need for obtaining these returns regularly and making careful scrutiny of the same was reiterated from time to time by the DoP&T.

3. Attention, is also invited to DOPT OM No. 11012/11/2007 dated 14.12.2007 and 27.09.2011 as per which, vigilance clearance, for the purpose of (a) empanelment (b) any deputation for which clearance is necessary, (c) appointments to sensitive posts and assignments to training programmes (except mandatory training), shall be denied to an officer, if he fails to submit his annual immovable property return of the previous year by 31st January of the following year. All other relevant guidelines issued by DoPT/GoI on the subject matter are to be followed mandatorily.

4. The officers need to fill their AIPR through electronic mode by accessing the HRMS portal of AIIMS, Vijaypur, Jammu (<https://epravah.prd.dcservices.in/AHIMSG5/hisso/Login>). For assistance, the officers may refer to the "**AIPR user manual**" enclosed herewith as **Annexure-I**.

5. HoDs/OICs of respective Departments are, therefore, requested to ensure that these returns are submitted by all Group A and B Officers under their control by **31st January, 2025**.

6. This issues with the approval of Competent Authority, AIIMS, Vijaypur, Jammu.

-Sd/-

Administrative Officer
AIIMS, Vijaypur, Jammu

To:

1. Medical Superintendent, AIIMS, Vijaypur, Jammu.
2. Dean (Academics/Examination/Research), AIIMS, Vijaypur, Jammu.
3. All HoDs/OICs, AIIMS, Vijaypur, Jammu.
4. Deputy Director (Admin), AIIMS, Vijaypur, Jammu.
5. Financial Advisor, AIIMS, Vijaypur, Jammu.
6. Registrar, AIIMS, Vijaypur, Jammu.
7. All Officers/Employees, AIIMS, Vijaypur, Jammu.
8. IT Section-with a request to upload this OM on the Institute's website.

Copy for information to:

1. PA to ED & CEO, AIIMS, Vijaypur, Jammu.
2. PA to Medical Superintendent, AIIMS, Vijaypur, Jammu.
3. PA to DD(A), AIIMS, Vijaypur, Jammu.
4. Office Order File.



कार्यालय ज्ञापन

विषय: संस्थान के अधिकारियों/कर्मचारियों द्वारा वार्षिक अचल संपत्ति रिटर्न समय पर प्रस्तुत करने के निर्देश।

संदर्भ में CCS (Conduct) Rules, 1964 के नियम 18 के उप-नियम 1(ii) का उल्लेख किया जाता है, जिसमें कहा गया है कि "कोई भी सरकारी सेवक जो किसी सेवा में शामिल है या समूह 'ए' और समूह 'बी' में शामिल किसी पद पर कार्यरत है, वह सरकार द्वारा निर्धारित प्रपत्र में हर साल एक वार्षिक विवरण प्रस्तुत करेगा, जिसमें उसके द्वारा विरासत में प्राप्त या स्वामित्व वाली अचल संपत्तियों का विवरण होगा, चाहे वह उसके स्वयं के नाम पर हो या परिवार के किसी सदस्य के नाम पर हो या किसी अन्य व्यक्ति के नाम पर हो।"

ख. तदनुसार, संस्थान के सभी समूह 'ए' और समूह 'बी' के अधिकारियों को यह निर्देश दिया जाता है कि वे पिछले वर्ष का वार्षिक अचल संपत्ति विवरण अनिवार्य रूप से अगले वर्ष की 31 जनवरी तक जमा करें। DoP&T द्वारा समय-समय पर इन विवरणों को नियमित रूप से प्राप्त करने और उनकी गहन जांच करने की आवश्यकता को दोहराया गया है।

ग. DoP&T के कार्यालय ज्ञापन संख्या 11012/11/2007 दिनांक 14.12.2007 और 27.09.2011 का भी उल्लेख किया जाता है, जिसके अनुसार, निम्नलिखित उद्देश्यों के लिए सतर्कता मंजूरी (a) सूचीबद्धता (b) किसी भी प्रतिनियुक्ति के लिए जिसमें मंजूरी आवश्यक है, (c) संवेदनशील पदों पर नियुक्ति और प्रशिक्षण कार्यक्रमों (अनिवार्य प्रशिक्षण को छोड़कर) के लिए अस्वीकृत कर दी जाएगी यदि वे 31 जनवरी तक पिछले वर्ष का वार्षिक अचल संपत्ति विवरण प्रस्तुत करने में विफल रहते हैं। विषय-वस्तु पर कार्मिक एवं प्रशिक्षण विभाग/भारत सरकार द्वारा जारी सभी अन्य प्रासंगिक दिशानिर्देशों का अनिवार्य रूप से पालन किया जाना है।

घ. अधिकारियों को निर्देश दिया जाता है कि वे अपना AIPR इलेक्ट्रॉनिक माध्यम से AIIMS, विजयपुर, जम्मू के HRMS पोर्टल (<https://epravah.prd.dcservices.in/AHIMSG5/hisso/Login>) पर भरें। सहायता के लिए, अधिकारी "AIPR उपयोगकर्ता मैनुअल" का संदर्भ ले सकते हैं, जो इस कार्यालय ज्ञापन के साथ **अनुबंध-1** के रूप में संलग्न है।

ङ. संबंधित विभागों के प्रमुख/प्रभारी अधिकारियों से अनुरोध है कि वे सुनिश्चित करें कि उनके नियंत्रण के तहत सभी ग्रुप 'ए' और 'बी' अधिकारी 31 जनवरी, 2025 तक ये विवरण जमा करें।

च. यह सक्षम प्राधिकारी, एम्स, विजयपुर, जम्मू के अनुमोदन से जारी किया जाता है।

-एसडी/-

प्रशासनिक अधिकारी

एम्स, विजयपुर, जम्मू

सेवा में:

(क.) चिकित्सा अधीक्षक, एम्स, विजयपुर, जम्मू।

(ख.) डीन (अकादमिक/परीक्षा/अनुसंधान), एम्स, विजयपुर, जम्मू।

(ग.) सभी विभागाध्यक्ष/ओआईसी, एम्स, विजयपुर, जम्मू।

(घ.) उप निदेशक (प्रशासन), एम्स, विजयपुर, जम्मू।

(ङ.) वित्तीय सलाहकार, एम्स, विजयपुर, जम्मू।

(च.) रजिस्ट्रार, एम्स, विजयपुर, जम्मू।

(छ.) आईटी अनुभाग- इस कार्यालय ज्ञापन को संस्थान की वेबसाइट पर अपलोड करने के अनुरोध के साथ।

(ज.) सभी अधिकारी/कर्मचारी, एम्स, विजयपुर, जम्मू।

प्रतिलिपि सूचनार्थ:

(क.) निजी सहायक, कार्यकारी निदेशक एवं मुख्य कार्यकारी अधिकारी।

(ख.) निजी सहायक, उप निदेशक (प्रशासन), एम्स, विजयपुर, जम्मू।

(ग.) कार्यालय आदेश फाइल।



All India Institute of Medical Sciences

Jammu

User Manual

for

filing of

Annual Immovable Property Return

on

e-Pravah

For any queries, or issues, please feel free to write us at -
hrms@jammu.edu.in

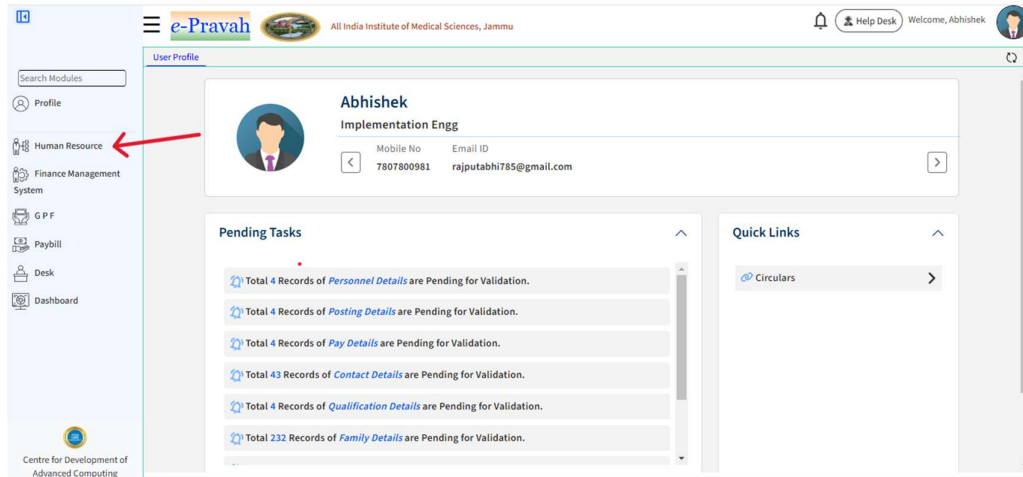
Chapter 1:- Login

1. Enter valid Username and valid Password
2. Enter Captcha
3. Then click on Sign In

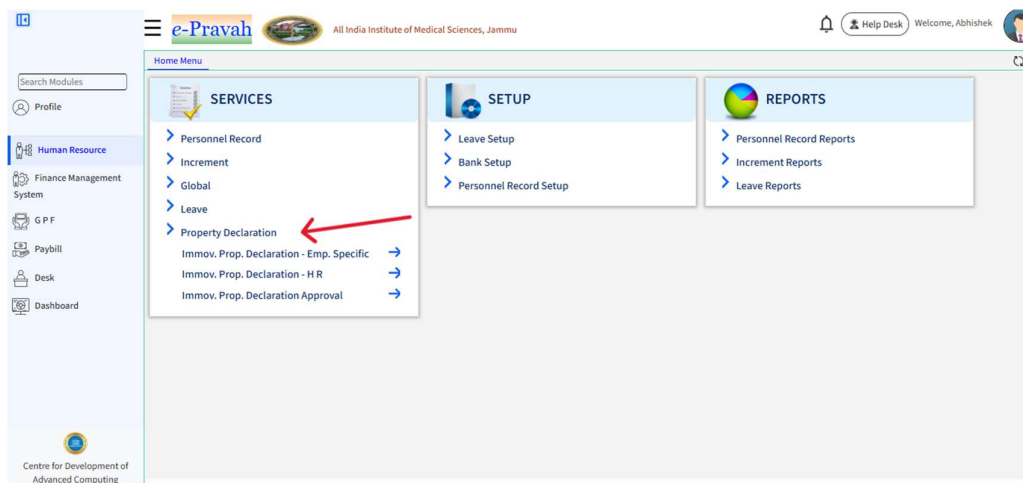
4. Following page will be appear

Chapter 2:- Filing Immovable Property Return

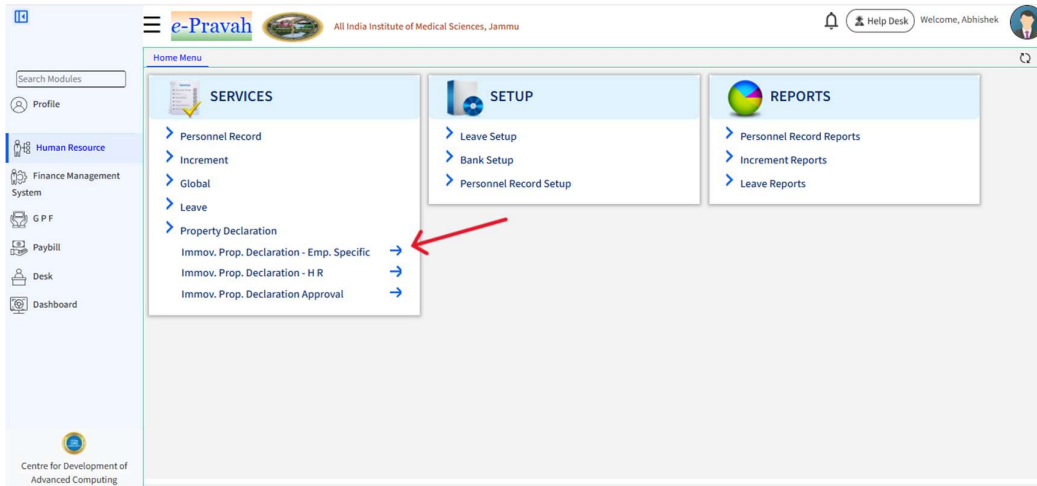
2.1. Click on Human Resource



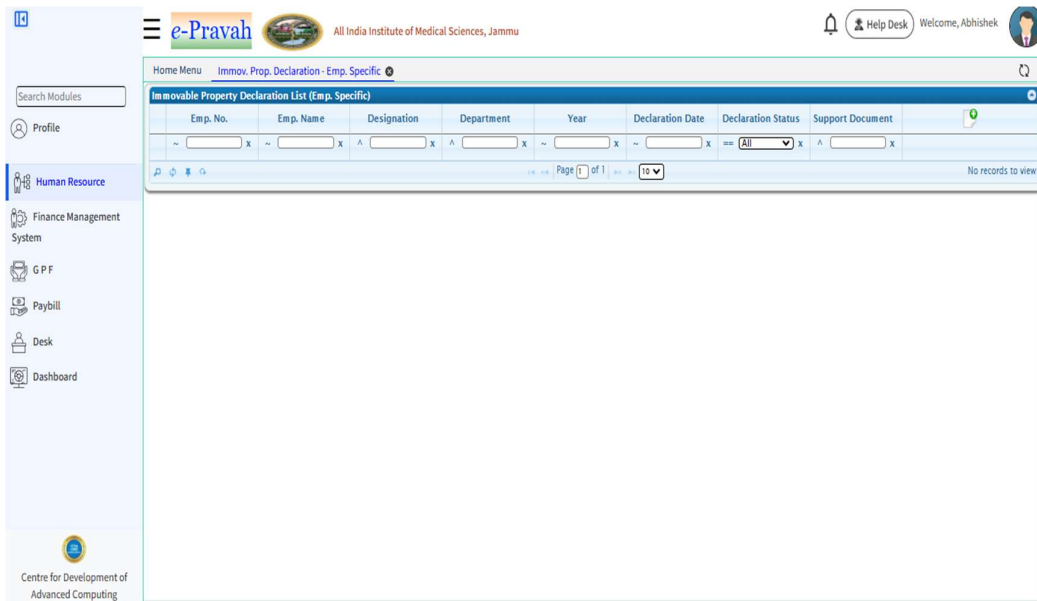
2.2. Click on Property Declaration



2.3. Click on Annual Immovable Property Return - Emp. Specific



Following page will appear

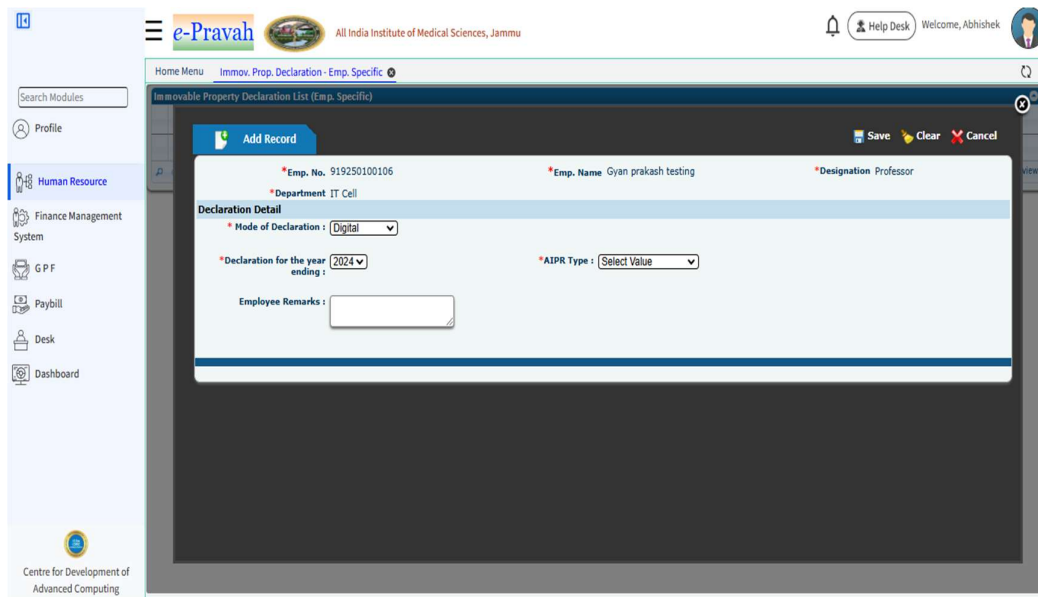


2.4. Click on Add New



The screenshot shows the 'e-Pravah' web application interface. The header includes the logo, 'All India Institute of Medical Sciences, Jammu', and a user profile 'Welcome, Abhishek'. The left sidebar contains navigation options: Profile, Human Resource, Finance Management System, G P F, Paybill, Desk, and Dashboard. The main content area displays a table titled 'Immovable Property Declaration List (Emp. Specific)'. The table has columns for Emp. No., Emp. Name, Designation, Department, Year, Declaration Date, Declaration Status, and Support Document. A red arrow points to a green '+' icon in the top right corner of the table, which is used to add new records. The table currently shows 'No records to view'.

Following page will be appear

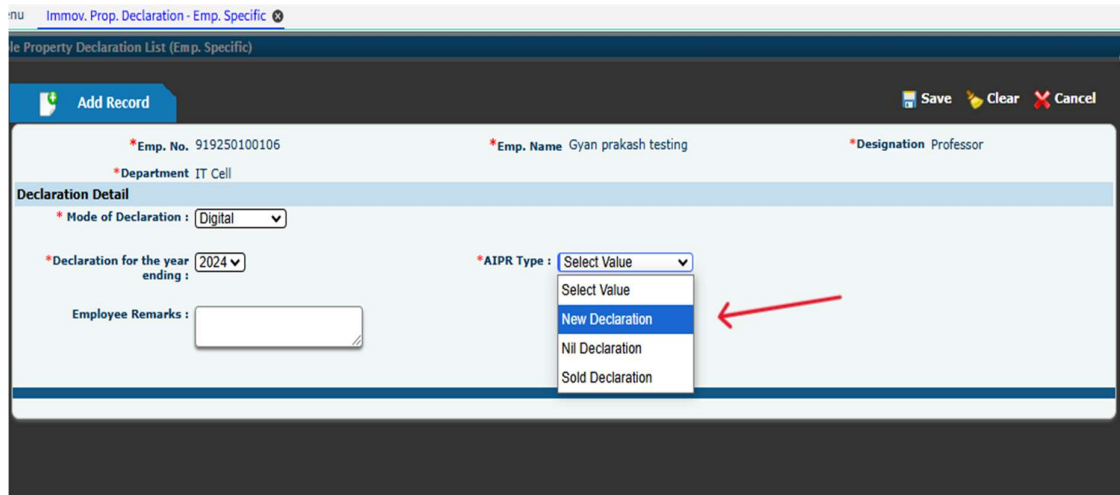


The screenshot shows the 'Add Record' form in the 'e-Pravah' web application. The form is titled 'Add Record' and includes a 'Save' button, a 'Clear' button, and a 'Cancel' button. The form contains the following fields:

- *Emp. No.: 919250100106
- *Emp. Name: Gyan prakash testing
- *Designation: Professor
- *Department: IT Cell
- *Mode of Declaration: Digital (dropdown menu)
- *Declaration for the year ending: 2024 (dropdown menu)
- *AIPR Type: Select Value (dropdown menu)
- Employee Remarks: (text input field)

2.5 Filing AIPR for New / Existing Property

2.5.1 Click on AIPR Type as shown below:

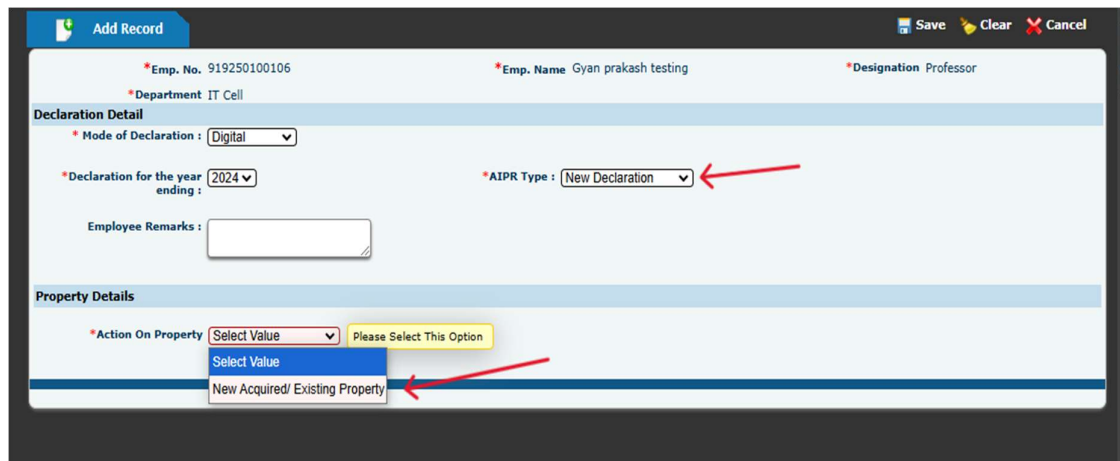


The screenshot shows a web application interface for filing AIPR. The form is titled "Add Record" and contains the following fields:

- *Emp. No.: 919250100106
- *Emp. Name: Gyan prakash testing
- *Designation: Professor
- *Department: IT Cell
- *Mode of Declaration: Digital
- *Declaration for the year ending: 2024
- *AIPR Type: Select Value (dropdown menu)
- Employee Remarks: (text input field)

The dropdown menu for "AIPR Type" is open, showing the following options: Select Value, New Declaration, Nil Declaration, and Sold Declaration. A red arrow points to the "New Declaration" option.

2.5.2 Click on New Declaration and on Action on property



The screenshot shows the same "Add Record" form as above, but with the "Action on Property" dropdown menu open. The form fields are:

- *Emp. No.: 919250100106
- *Emp. Name: Gyan prakash testing
- *Designation: Professor
- *Department: IT Cell
- *Mode of Declaration: Digital
- *Declaration for the year ending: 2024
- *AIPR Type: New Declaration
- Employee Remarks: (text input field)
- *Action On Property: Select Value (dropdown menu)

The dropdown menu for "Action On Property" is open, showing the following options: Select Value and New Acquired/ Existing Property. A red arrow points to the "New Acquired/ Existing Property" option.

Following screen will appear

Emp. No. 919250100106 Emp. Name Gyan prakash testing Designation Professor
 Department IT Cell

Declaration Detail
 Mode of Declaration: Digital
 Declaration for the year ending: 2024 AIPR Type: New Declaration
 Employee Remarks:

Property Details
 Action On Property: New Acquired/ Existing Prop
 Property Type: Select Value Location: (Name of Division, Taluk, Tehsil and Village in which the property is situated and also its Distinctive No. etc.) Country: India
 State: Select Value District: Select Value Pincode:
 Property Area: Percentage Ownership of Employee or Officer (% Share):
 Listing of all title holders along with the relation to the Employee:
 Acquisition Date: 00-Jan-2025 Property Acquired Type: Select Value Acquired From:
 Present Value: Rupees/ INR Annual Income from Property: Rupees/ INR
 Remarks: Upload Support Document

2.5.3 Fill all required fields of property

e-Pravah All India Institute of Medical Sciences, Jammu Help Desk Welcome, Abhishek

Home Menu: Jammu Prop Declaration - Emp. Specific

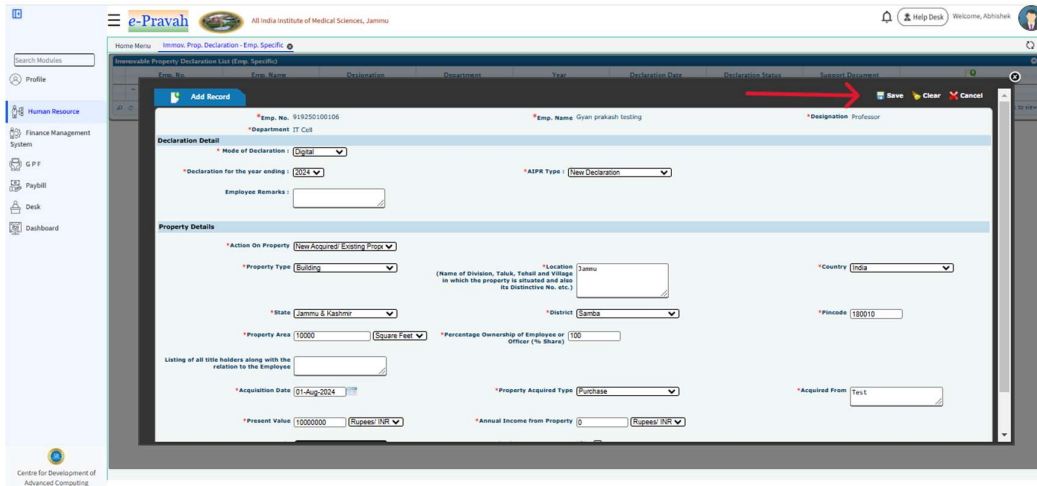
Emp. No. 919250100106 Emp. Name Gyan prakash testing Designation Professor
 Department IT Cell

Declaration Detail
 Mode of Declaration: Digital
 Declaration for the year ending: 2024 AIPR Type: New Declaration
 Employee Remarks:

Property Details
 Action On Property: New Acquired/ Existing Prop
 Property Type: Building Location: Jammu Country: India
 State: Jammu & Kashmir District: Samba Pincode: 180010
 Property Area: 10000 Square Feet Percentage Ownership of Employee or Officer (% Share): 100
 Listing of all title holders along with the relation to the Employee:
 Acquisition Date: 01-Aug-2024 Property Acquired Type: Purchase Acquired From: Text
 Present Value: 10000000 Rupees/ INR Annual Income from Property: 0 Rupees/ INR
 Remarks: Upload Support Document

Centre for Development of Advanced Computing

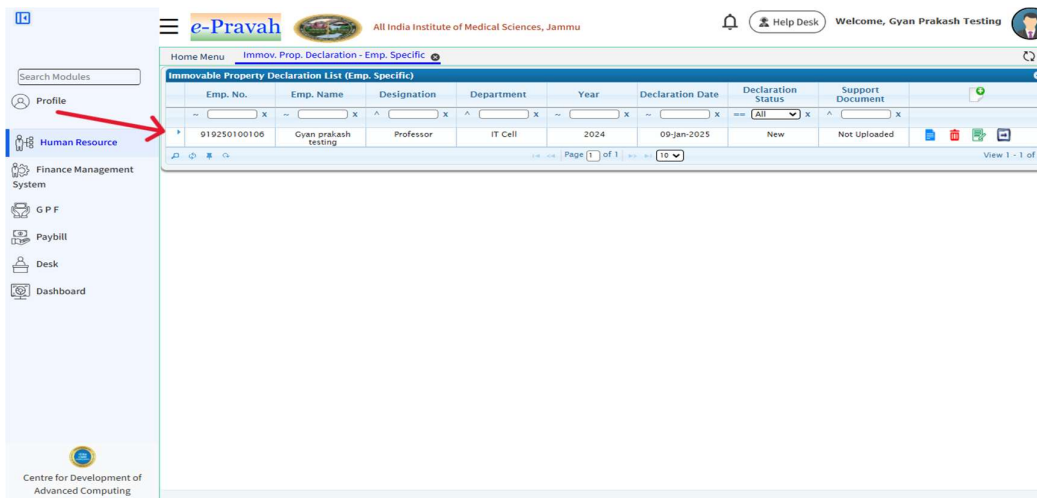
2.5.4 Click on Save (scroll to the top to see the same)



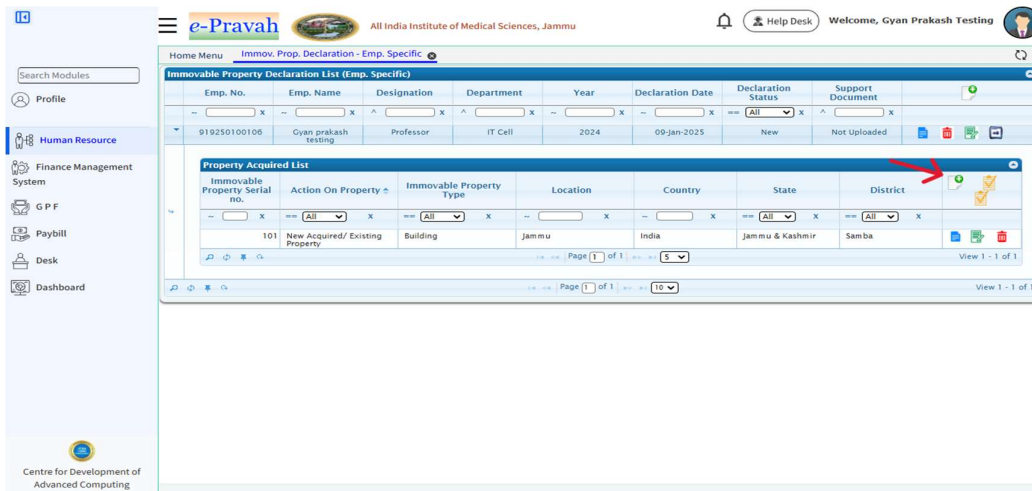
How to add Multiple Properties

If you have multiple properties, then follow the steps below else continue with Step 2.8

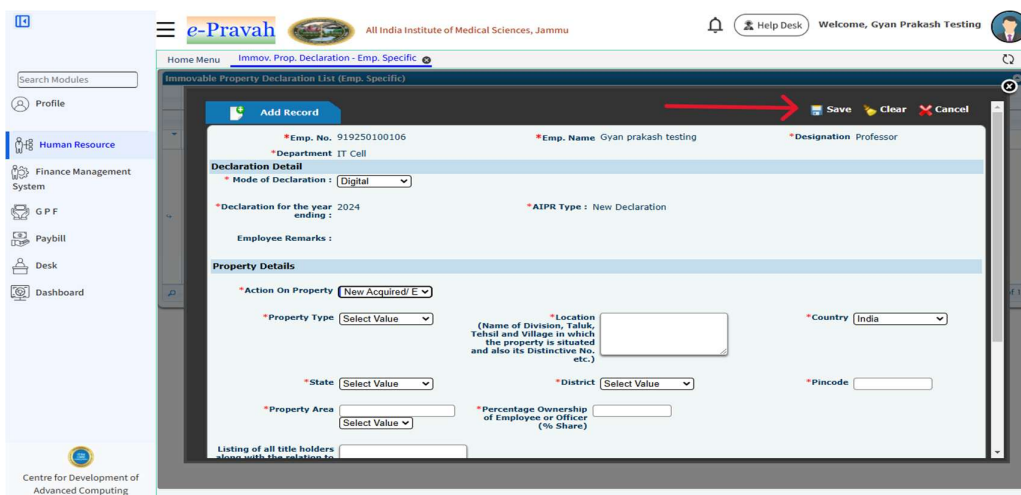
2.5.5 - Click on arrow as shown below:



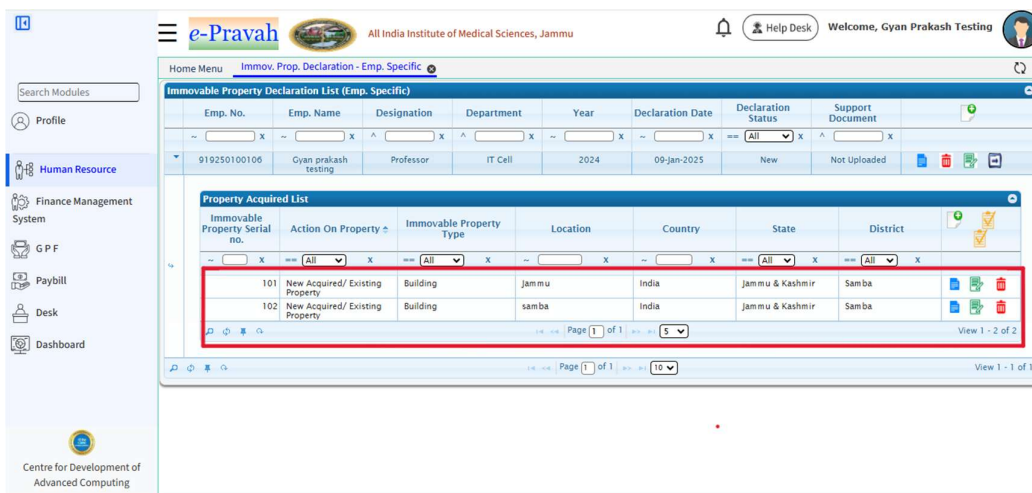
2.5.6 Click on Add as shown below:



2.5.7 Add the details of another property as explained earlier and click on Save.



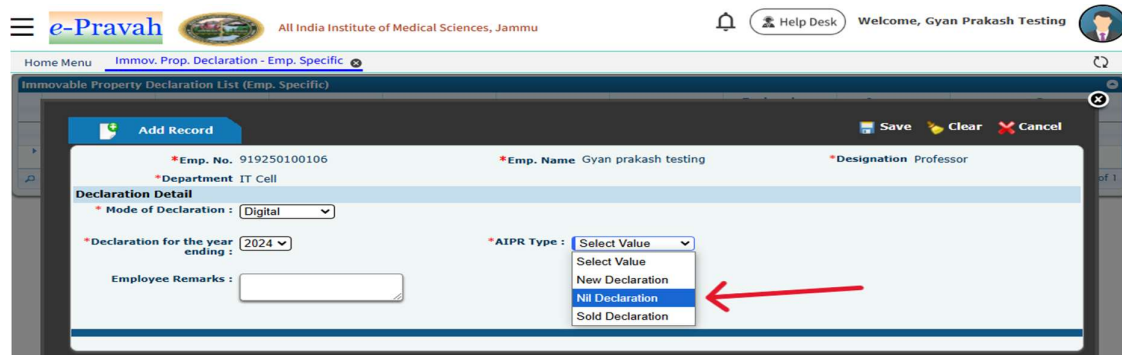
Multiple properties will be visible as shown below:



Continue with step 2.8

2.6 Filing AIPR for No Property Owned

2.6.1 Click on AIPR Type and select “Nil Declaration” as shown below:

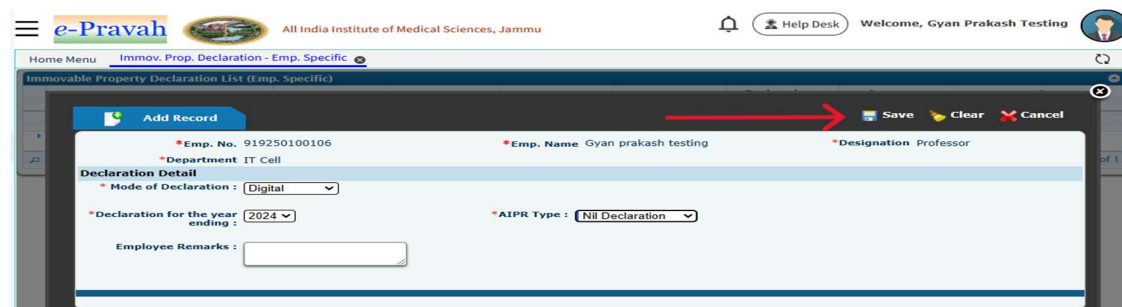


The screenshot shows the 'Add Record' form in the e-Pravah portal. The form is titled 'Immovable Property Declaration List (Emp. Specific)'. It contains the following fields:

- Emp. No.: 919250100106
- Emp. Name: Gyan prakash testing
- Designation: Professor
- Department: IT Cell
- Mode of Declaration: Digital
- Declaration for the year ending: 2024
- Employee Remarks: (empty text box)
- AIPR Type: (dropdown menu with options: Select Value, New Declaration, Nil Declaration, Sold Declaration)

A red arrow points to the 'Nil Declaration' option in the AIPR Type dropdown menu.

2.6.2 Click on Save as shown below and go to Step 2.8:



The screenshot shows the 'Add Record' form in the e-Pravah portal. The form is titled 'Immovable Property Declaration List (Emp. Specific)'. It contains the following fields:

- Emp. No.: 919250100106
- Emp. Name: Gyan prakash testing
- Designation: Professor
- Department: IT Cell
- Mode of Declaration: Digital
- Declaration for the year ending: 2024
- Employee Remarks: (empty text box)
- AIPR Type: Nil Declaration

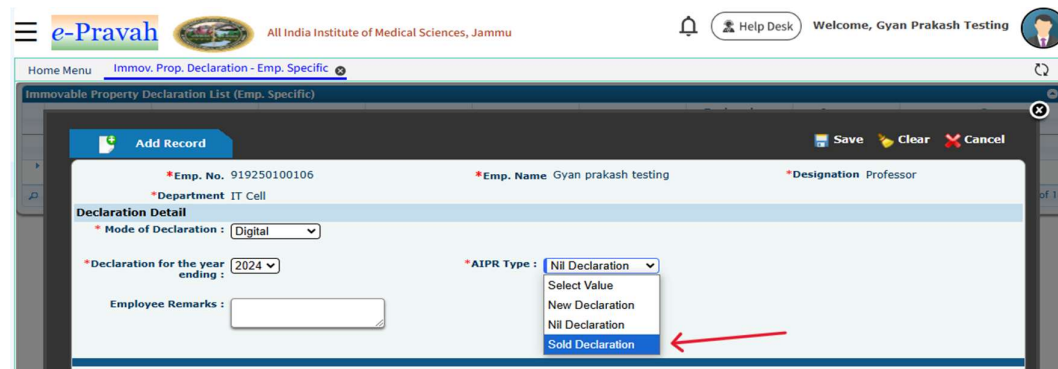
A red arrow points to the 'Save' button in the top right corner of the form.

2.7 Filing AIPR for Property Sold

2.7.1 Print the form given in “For Sold Property” section of the user manual. [Click here to go to the same](#). Fill the form manually and ink sign it.

2.7.2 Scan the printed form and create a PDF file of the same.

2.7.3 On e-Pravah Portal, Click on AIPR Type and select “Sold Declaration” as shown below:



The screenshot shows the 'Add Record' form in the e-Pravah portal. The form is titled 'Immovable Property Declaration List (Emp. Specific)'. It contains the following fields:

- Emp. No.: 919250100106
- Emp. Name: Gyan prakash testing
- Designation: Professor
- Department: IT Cell
- Mode of Declaration: Digital
- Declaration for the year ending: 2024
- Employee Remarks: (empty text box)
- AIPR Type: (dropdown menu with options: Select Value, New Declaration, Nil Declaration, Sold Declaration)

A red arrow points to the 'Sold Declaration' option in the AIPR Type dropdown menu.

2.7.4 Attach the saved PDF as shown below:

The screenshot shows the 'Add Record' form in the e-Pravah system. The form is titled 'Immovable Property Declaration List (Emp. Specific)'. It contains the following fields and values:

- Emp. No.: 919250100106
- Department: IT Cell
- Emp. Name: Gyan prakash testing
- Designation: Professor
- Mode of Declaration: Digital
- Declaration for the year ending: 2024
- AIPR Type: Sold Declaration

A red arrow points to the 'Upload Support Document' button, which is located next to the 'Employee Remarks' field.

The screenshot shows the 'Upload File' dialog box. It contains the following text:

File Name | Choose File | No file chosen
(Kindly upload only JPEG/ JPG and PDF file.)

Buttons: Attach, Close

A red arrow points to the 'Attach' button.

The screenshot shows the 'Upload File' dialog box after a successful upload. It contains the following text:

File Name | Choose File | No file chosen
(Kindly upload only JPEG/ JPG and PDF file.)

Buttons: Attach, Close

Message: File Uploaded Successfully

A red arrow points to the 'Close' button.

2.7.5 Click on Save as shown below and go to Step 2.8

The screenshot shows the 'Add Record' form in the e-Pravah system. The form is titled 'Immovable Property Declaration List (Emp. Specific)'. It contains the following fields and values:

- Emp. No.: 919250100106
- Department: IT Cell
- Emp. Name: Gyan prakash testing
- Designation: Professor
- Mode of Declaration: Digital
- Declaration for the year ending: 2024
- AIPR Type: Sold Declaration

A red arrow points to the 'Save' button. A message 'File Uploaded' is displayed at the bottom of the form.

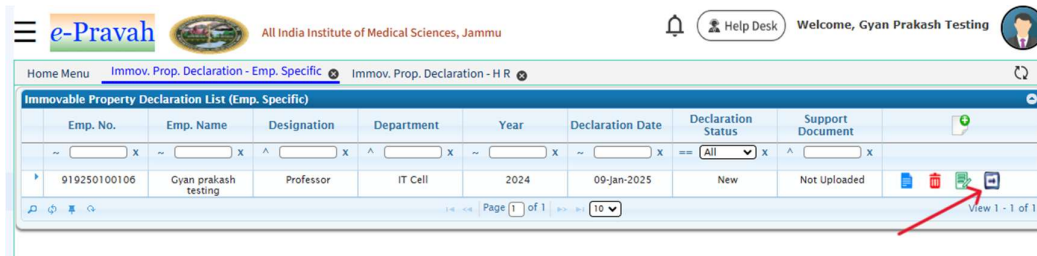
2.8 AIPR form is now saved in draft state. A message will be displayed. Close the form as shown below:

The screenshot shows the 'Immovable Property Declaration Validation' screen. The screen displays a table with the following columns:

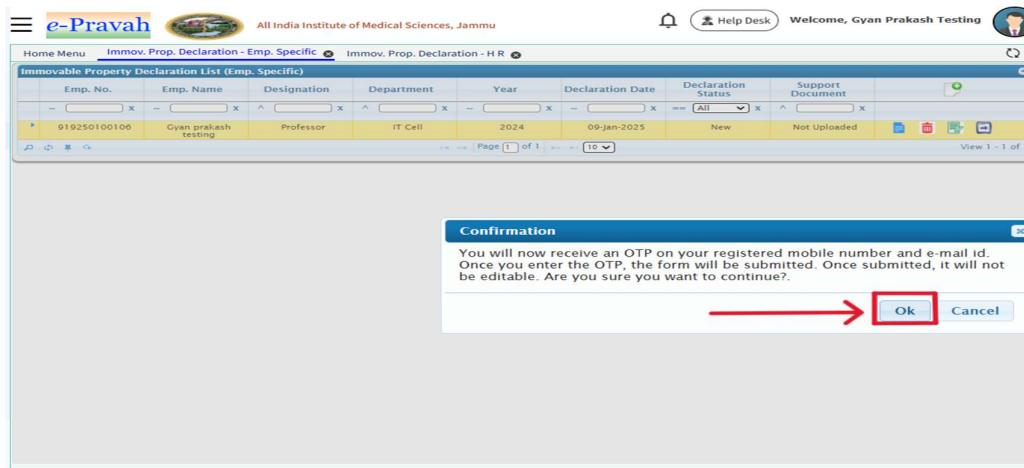
Emp. No.	Emp. Name	Designation	Department	Year	Declaration Date	Support Document	Action

A red arrow points to a message at the bottom of the screen: 'Immovable Property Declaration Details Validated for Employee Number(s) - 919250100106'.

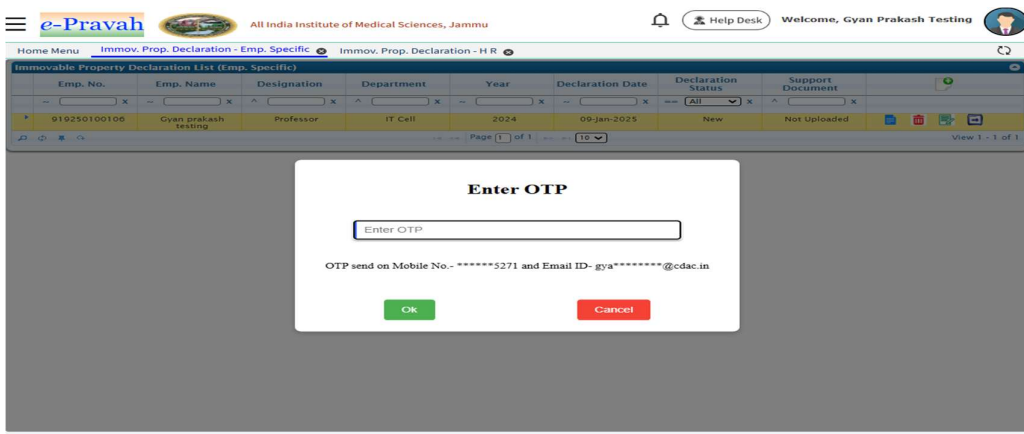
2.9 Click on the “Submit to Vigilance” as shown below:



2.10 A message will be displayed confirming that an OTP will be received. Click on Ok.

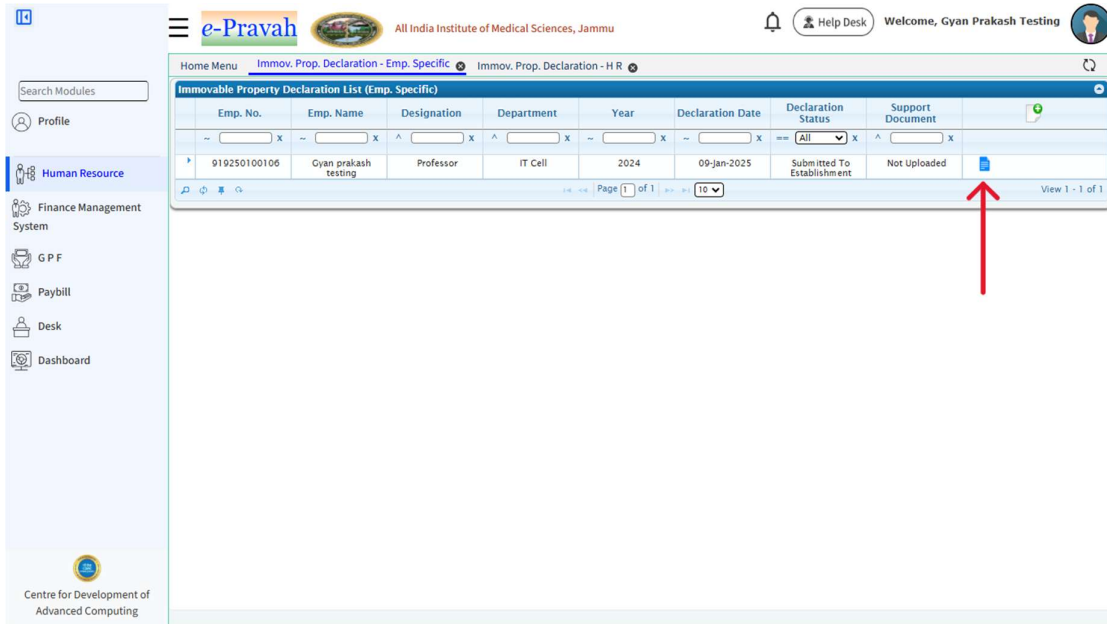


2.11 Enter the OTP received on Email and/or Mobile Number.



In case if the OTP on email /SMS message is not send to the displayed mobile number or email , then please contact with the respective to Establishment Dealing Hand

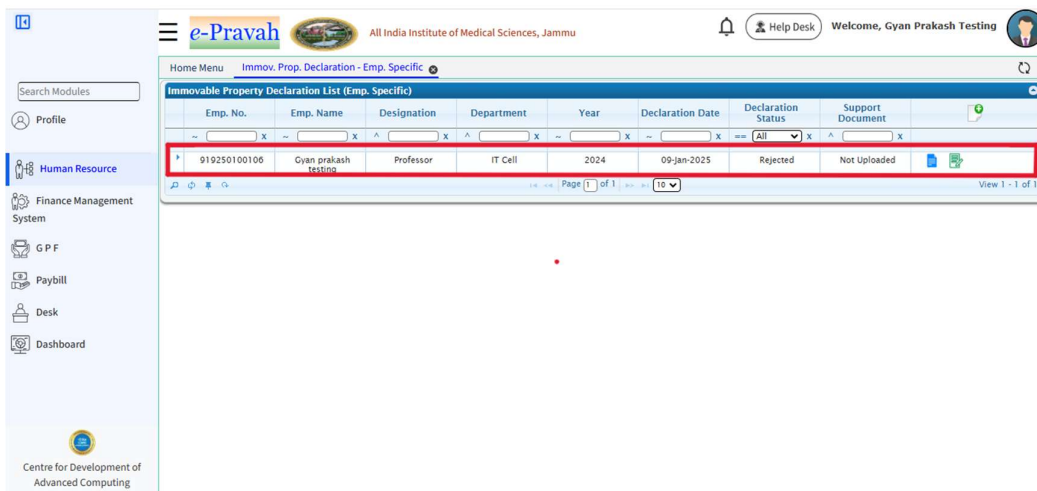
2.12 For the self records, you can also download the printed AIPR by clicking on the blue icon as shown below:



Chapter 3:- Rejected AIPR

If AIPR get rejected in any case then, user can see their AIPR by following steps

3.1 In case if vigilance cell reject AIPR then , it show Reject AIPR on user screen



3.2 Click on the blue file icon as shown below:

Home Menu **Immov. Prop. Declaration - Emp. Specific**

Emp. No.	Emp. Name	Designation	Department	Year	Declaration Date	Declaration Status	Support Document
919250100106	Gyan prakash testing	Professor	IT Cell	2024	09-Jan-2025	Rejected	Not Uploaded

Page 1 of 1 | 10 | View 1 - 1 of 1

3.3: User can see the reject remark by which vigilance cell rejected their AIPR

Home Menu **Immov. Prop. Declaration - Emp. Specific**

IMMOVABLE PROPERTY DECLARATION DETAIL REPORT

IMMOVABLE PROPERTY DECLARATION DETAIL REPORT

Emp. No : 919250100106	Emp. Name : Gyan prakash testing
Present post held : Professor	Department : IT Cell
Present Basic Pay : 50000.00	Date of Birth : 01-OCT-1996
Joining Date : 01-MAY-2024	Retiring Date : 01-OCT-2056
Year : 2024	Declaration Date : 09-Jan-2025 07:35:14 PM
Mode of Declaration : Digital	
Declaration Status : Rejected	AIPR Type : New Declaration
Emp. Remarks :	Authority Remarks : The location or address of the property is incomplete.

Property Declaration Detail

Property No - 1