



सत्यमेव जयते

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संघ राज्य प्रशासन, लद्दाख

सामान्य प्रशासन विभाग

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION
DEPARTMENT

F.No:- A/27/2021-GAD SEC

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यूटी सचिवालय/UT Secretariat

लेह/Leh, Dated:-06/02/2024

Subject: Filing of Annual Property Returns (PRs) by the employees of the Administration of Union territory of Ladakh through Online Property Returns System (PRS-Portal)-instructions thereof.

Ref:- Circular No. 03-LA(GAD) of 2023 dated 06.02.2023 issued by GAD, Ladakh.

Circular No: 03-LA (GAD) of 2024

Dated: - 06-02-2024

In terms of Rule 18(1) (ii) of the CCS (Conduct) Rules, 1964, Government Servants are mandatory required to submit Annual Property Returns giving full particulars of assets held by them and their family members by indicating the reasons for the increase, if any, in the assets and source thereof.

In this connection, vide Circular No. 03-LA(GAD) of 2023 dated 06.02.2023, directions were issued to all employees to register on the PRS Portal and upload their annual property returns for the year 2022 online by February 28, 2023. DDOs were made responsible for verifying employee registration data and ensuring that all Annual Property Returns were uploaded within the specified timeline.

With a view to make the process of filing of property returns employee friendly, this year the UT Administration of Ladakh has updated the existing PRS-Portal wherein the employees are no longer need to upload the pdf of the property return filed by the employees on format prescribed in the earlier circular. A step-wise procedure in this regard is explained in guidelines as "Annexure-A" to these circular and also available on the PRS-Portal.

The PRS-Portal is accessible on <https://ehrmsladakh.in>. The employees of the Administration of Union territory of Ladakh (*other than AIS/CCS and JKAS Officers*) can register and upload their Annual Property Returns for the year 2023 (*ending 31st December, 2023*) on the said portal from 5th February 2024 and the facility shall automatically get closed on 29th February, 2024.

Pandey
06.02.24.

Non-submission of property returns by the employees shall invite action against them under the provisions of Prevention of Corruption Act, besides, shall result in denial of their Vigilance Clearance.


Further, all the Drawing & Disbursing Officers (DDOs) shall be responsible for verifying the registration date of employees on the PRS- Portal and they are accordingly enjoined upon to ensure verification of registration data of the employees and ensure cent percent uploading of Annual Property Returns by the employees on the portal within the specified timelines.

By order of Administration of UT of Ladakh.

Sd/-
(Michael M. D' Souza) IAS
Administrative Secretary
General Administration Department

Copy to the: -

1. *All Administrative Secretaries, UT Secretariat, Ladakh.*
2. *Additional Director General of Police, Ladakh.*
3. *Joint Secretary (JKL), Ministry of Home Affairs, Government of India.*
4. *Deputy Commissioner/CEO, LAHDCs, Leh and Kargil.*
5. *All Directors/HODs/Chief Engineers/Registrar UoL, Ladakh.*
6. *Joint Director Information, Ladakh for wide dissemination in all mediums of information.*
7. *Director (IT), NIC, UT Ladakh for uploading on the UT website.*
8. *Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lieutenant Governor, Ladakh.*


(Sandeep Singh), JKAS
Under Secretary
General Administration Department

Guideline

Steps to File Your IPR.

1. Visit <https://ehrmsladakh.in/>
2. Click on the Login Button.

The screenshot shows the homepage of the Property Return System. At the top, there is a navigation bar with links for Home, Register, Login, Notice, and Contact Us. The main content area features a large illustration of a person standing next to a house, with a scale of justice and a calculator nearby. To the right, a box displays the status: "Property Return Status for the year 2023: Closed". Below this, a "Notifications" section lists a circular for filling of Annual Property Return by 31st March. At the bottom, there is a footer with the text: "HOME / Register / Login / Contact Us", "Copyright © 2024 An Initiative of General Administration Department, UT Ladakh", and "Powered by The Tech Ladakh".

3. Click on Employee

The screenshot shows the Login page. At the top, there is a navigation bar with links for Home, Register, Login, Notice, and Contact Us. The main content area features a large illustration of a person standing next to a computer monitor displaying a login form. To the right, a box contains two buttons: "Employee" and "Verifier". At the bottom, there is a footer with the text: "HOME / Register / Login / Contact Us", "Copyright © 2024 An Initiative of General Administration Department, UT Ladakh", and "Powered by The Tech Ladakh".

4. Enter your phone number followed by your password or OTP.

The screenshot shows the login interface of the Property Return System. At the top, there is a header with the system name and logo, and navigation links for Home, Register, Login, Notice, and Contact Us. The main content area is titled "Login" and features an illustration of a person at a kiosk. To the right is a form titled "Employee Login" with a "Phone Number" field, a "Proceed" button, a "Reset" button, and a "Verifier Login" section. A footer contains the copyright notice: "Copyright © 2024 An Initiative of General Administration Department, UT Ladakh. Powered by The Tech Ladakh."

5. Click on Submit Your IPR

The screenshot displays the user dashboard after login. The header includes the system name and navigation links for Welcome Test, Home, Theme, Profile, IPR Filed, and Logout. The main content area is titled "Welcome to the Property Return System Window." and contains two panels. The left panel, "Property Return for the year 2024", lists notification details: "Notification Date: 17 Jan, 2024", "Notification No.: sdfkj", "Notification Title: skdjf", and "Last Date: 07 Feb, 2024". It also shows the "Status: Open" and a "Submit Your IPR" button. The right panel, "Check Your Property Returns", features a "View" button and a note: "Note: Here you can see all your IPR filed." The footer repeats the copyright information: "Copyright © 2024 An Initiative of General Administration Department, UT Ladakh. Powered by The Tech Ladakh."

6. Fill your Immovable Property First

Property Return for the year 2024

Notification No: 5dfig
Last Date: 07 Feb, 2024

The screenshot shows a web interface for filing property returns. At the top, there are three tabs: 'Immovable' (selected), 'Movable', and 'Declaration'. Below the tabs, the form is titled 'Immovable Property'. It contains several input fields with labels and asterisks indicating they are required:

- Property Category***: A text input field with the placeholder 'Building, land, etc'.
- Address where the property is situated**: A text input field.
- State***: A text input field with the placeholder 'Enter the state'.
- District***: A text input field with the placeholder 'Enter the district'.
- Sub Division, Taluk & Village or City***: A text input field with the placeholder 'Enter sub-division, taluk & village or city'.
- Pincode***: A text input field with the placeholder 'Enter the Pincode'.

7. If you have multiple properties, Click on Save and add more; if you want to move to the movable property, click Save and Next.

The screenshot shows the 'Remarks' section of the form. It includes the following fields:

- Acquired From***: A text input field with the placeholder 'Acquired From'.
- Annual Income from the property***: A text input field with the placeholder 'Annual Income'.
- Remarks***: A text input field with the placeholder 'Enter remarks'.

At the bottom of the form, there are two buttons: '+ Save & Add More' and 'Save & Next'.

8. Make sure you review your filed property again before submitting it. Once submitted, you cannot make any changes.

9. You will see submitted once you have submitted your IPR.

The screenshot shows the 'Property Return System Administration of UT Ladakh' interface. The header includes the system name, 'Skip to Main Content', 'English', and the 'Digital India' logo. The navigation bar contains 'Welcome Test', 'Home', 'Theme', 'Profile', 'IPR Filed', and 'Logout'. The main content area is titled 'Welcome to the Property Return System Window.' and contains two columns. The left column is titled 'Property Return for the year 2024' and lists: 'Notification Date: 17 Jan, 2024', 'Notification No.: sdfkj', 'Notification Title: skdfj', 'Last Date: 07 Feb, 2024', and 'Submitted' with a sub-note 'Submitted on: 01: 02: 2024 04:02:05 AM'. The right column is titled 'Check Your Property Returns' and features a 'View' button and a note: 'Note: Here you can see all your IPR filed.' The footer contains copyright information: 'Copyright © 2024 An Initiative of General Administration Department, UT Ladakh Powered by The Tech Ladakh'.

10. Click on IPR Filed to see all your filed IPRs.

This screenshot is identical to the one above, showing the 'Property Return System Administration of UT Ladakh' interface. The main difference is in the navigation bar, where 'IPR Filed' is highlighted with a dark background, indicating it is the active menu item. The rest of the page content, including the 'Submitted' status and the 'Check Your Property Returns' section, remains the same. The footer also contains the same copyright information: 'Copyright © 2024 An Initiative of General Administration Department, UT Ladakh Powered by The Tech Ladakh'.