



सत्यमेव जयते

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: 03/01/2025

**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.**

**Circular No: 02-LA (GAD) of 2025**

**Dated: - 03-01-2025**

In terms of Rule 18(1) (ii) of the CCS (Conduct) Rules, 1964; Government Servants are mandatorily 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.

The PRS-Portal is accessible on <https://ehrmsladakh.in>.

**The employees of the Administration of Union territory of Ladakh (*other than AIS / other Central Services and JKAS Officers*) are required to register and upload their Annual Property Returns for the year 2024 (*ending 31<sup>st</sup> December, 2024*) on the said portal from 10<sup>th</sup> January 2025 and the facility shall automatically get closed on 15<sup>th</sup> February, 2025.**

Non-submission of property returns by the employees shall invite action against them under the provisions of Prevention of Corruption Act, 1988, 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.

*Gandey 03.01.2025*

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

**Copy to the: -**

1. All Administrative Secretaries, UT Secretariat, Ladakh.
2. 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.
8. OSD to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lieutenant Governor, Ladakh.
9. 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