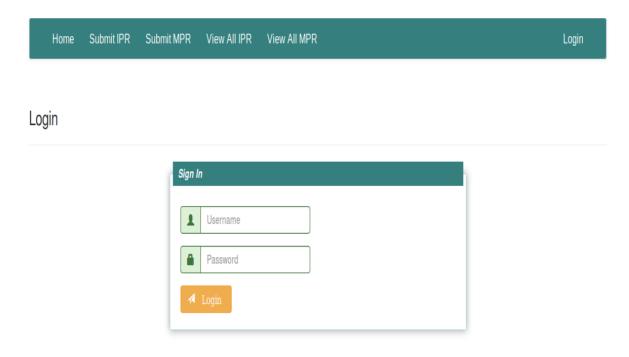
Online Immovable Property Returns Submission Form User Manual

Online IPR Submission User Manual

Initial Login:

Enter http://103.8.249.36/aps_iprmpr//UserAuthentication" on your browser url

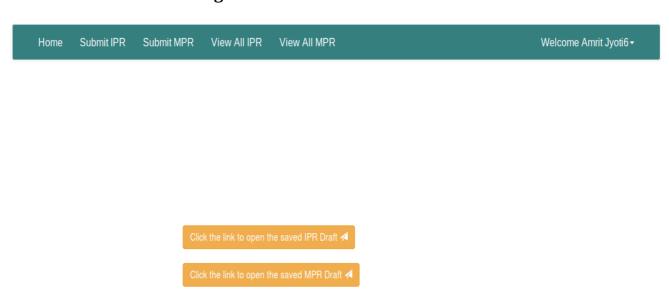
Below is shown Login Page



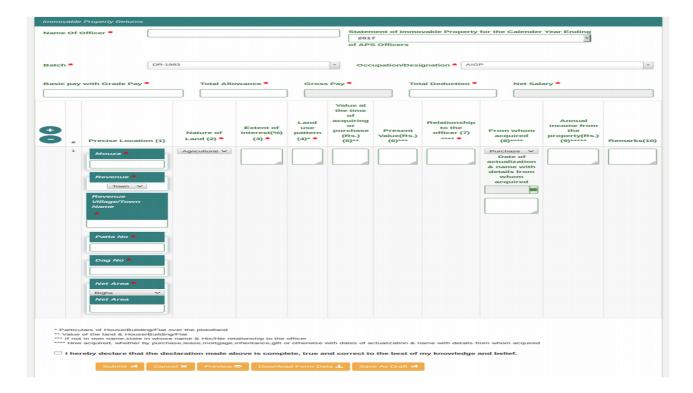
Enter Your Username and Password provided to you



Below is shown Home Page

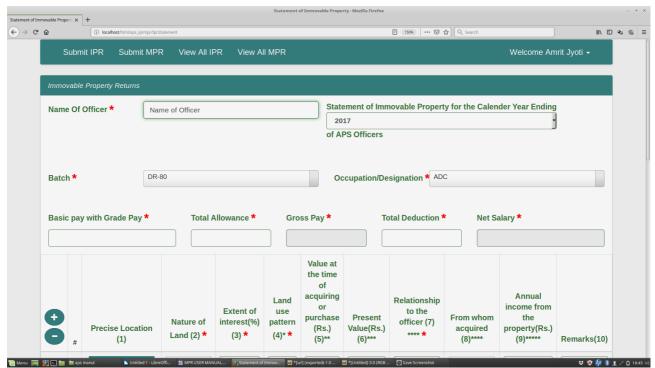


Below is shown the Online IPR Submission eForm

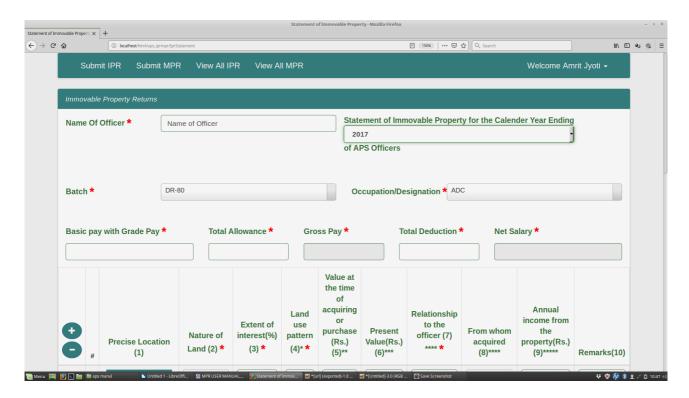


Filling up the IPR Form

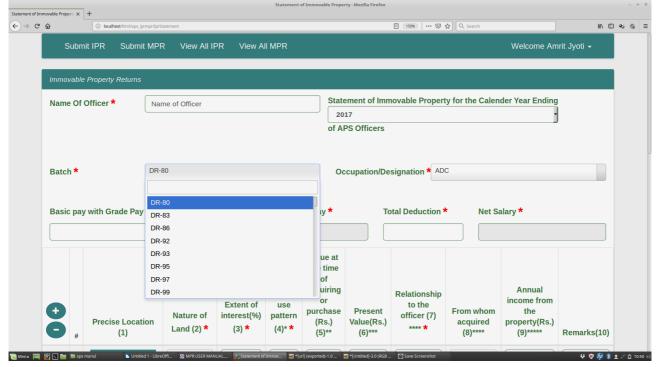
Step 1: Name - Enter your name in the Textbox



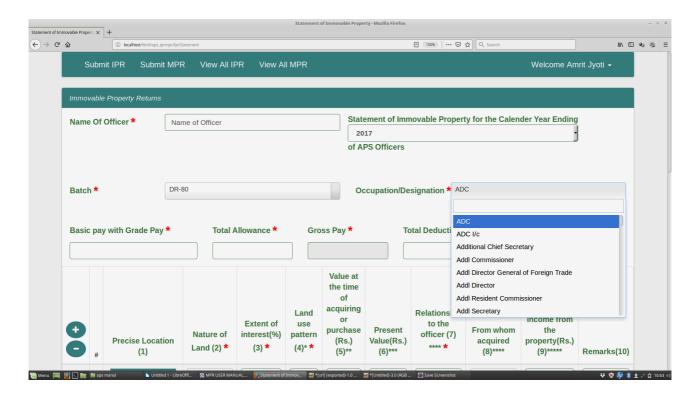
Step 2: Calendar Year - Select the year from the list given in the dropdown list



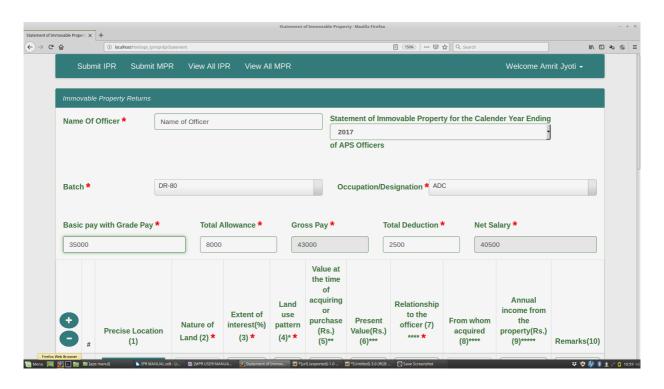
Step 3: Batch - Select the Batch from the list given in the dropdown list



Step 4: Occupation/Designation - Select Designation from the list given in the dropdown list.



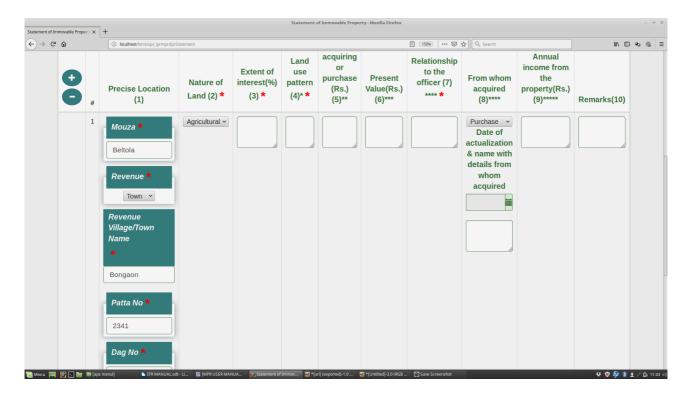
Step 5: Enter Basic Pay with Grade Pay, Total Allowance (Medical, DA,HRA, etc.) and Total Deduction (Professional Tax, GIS, GPR, Loan,Advance, IT)in the respective box. The Gross Pay and Net Salary will be AUTOMATICALLY calculated



Step 6:

Column No. 1: (Precise location)

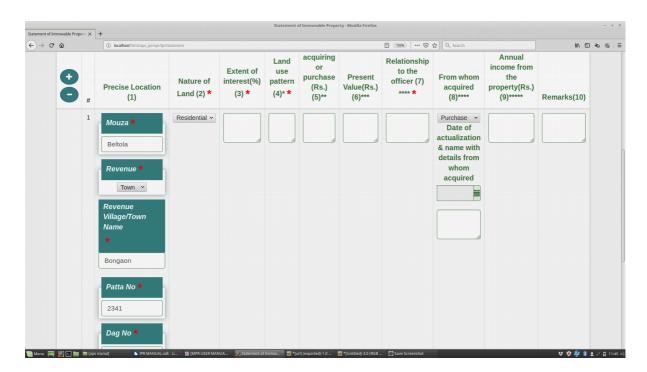
- a) For each of the Land/House/Flat particulars of schedule of land are to be given.
- b) In respect of Flat, Name of the city/town along with the locality is to be given in the sub column 2 of column 1 i.e Revenue Town/Village,Patta No, Dag No., Net Area



Step 7: Column 2

(Nature of Land) Nature of land i.e whether it is agricultural, residential, commercial or industrial.

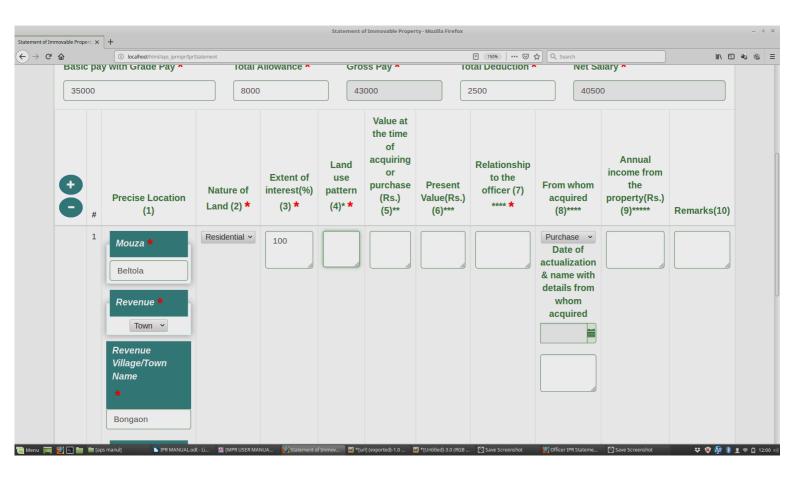
Select the land nature from the dropdown list.



Step 8: Column 3

(Extent of Interest) Extent of interest i.e whether it is whole or part or joint ownership of the plot of Land/House/Flat is to be given in column 3.

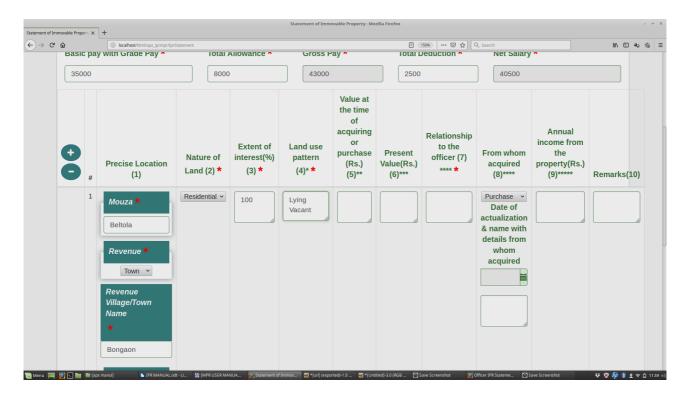
Enter the percentage value for the Extent of Interest in the Textbox.



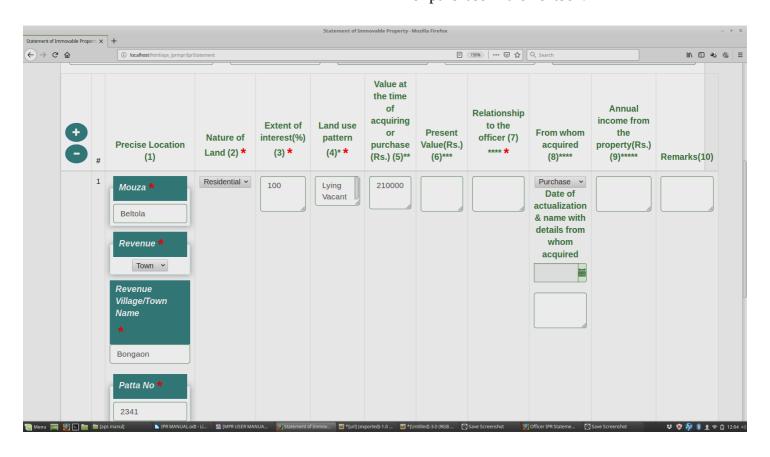
Step 8: Column 4

(Land use pattern) pattern of land use, whether it is vacant or used for House/Flat/Agriculture/Industry of commercial is to be given in column no.4 along with detail information if the House is multistoried.

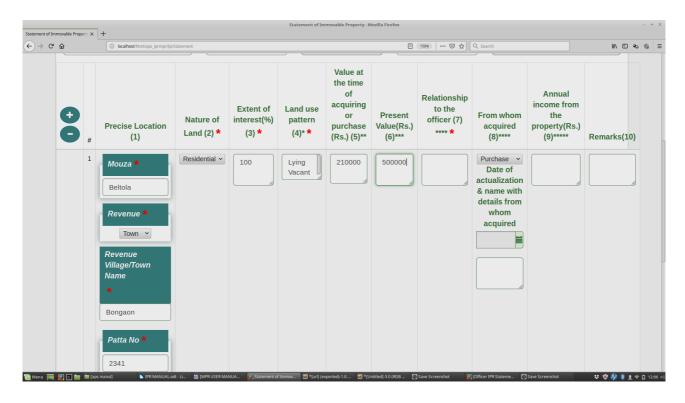
Enter the land use pattern in the text box.



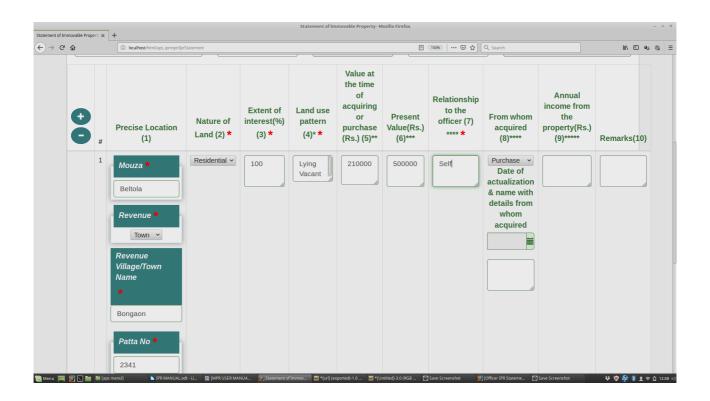
Step 9: Column 5 (Value at the time of acquiring or purchase) Enter the value of the property at the time of purchase in the Textbox.



Step 10: Column 6 (**Present Value**) Enter the present value of your property in the Textbox.

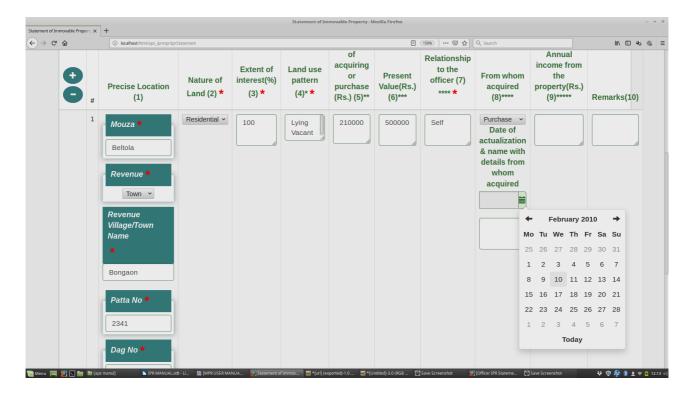


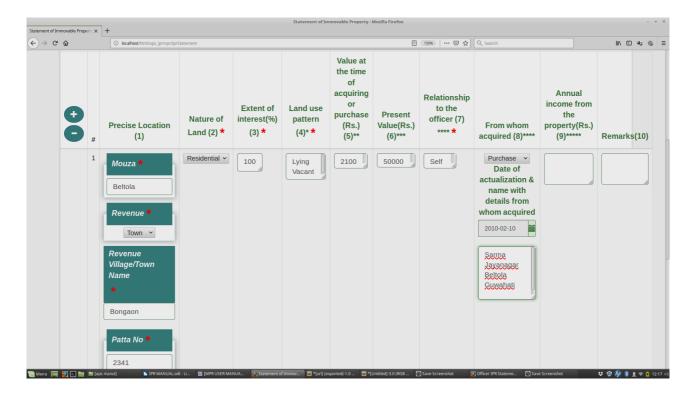
Step 11 : Column 7 (Relationship to the Officer) Enter the relationship details in the Textbox.



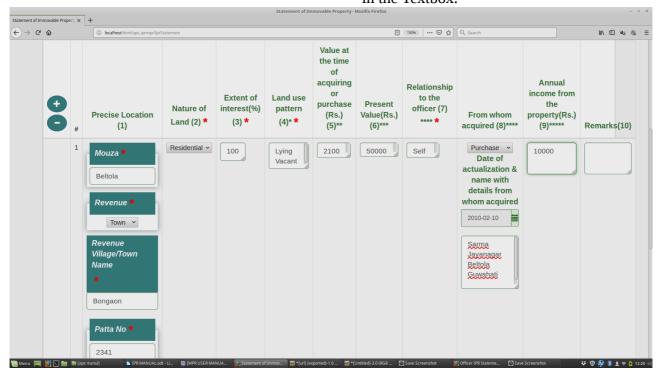
Step 12: Column 8

- **(From Whom acquired)** a) Select the acquiring type from the dropdown list.
 - b) Date of actualization: Select the date from Date box.
 - c) Enter the Name and details of seller.



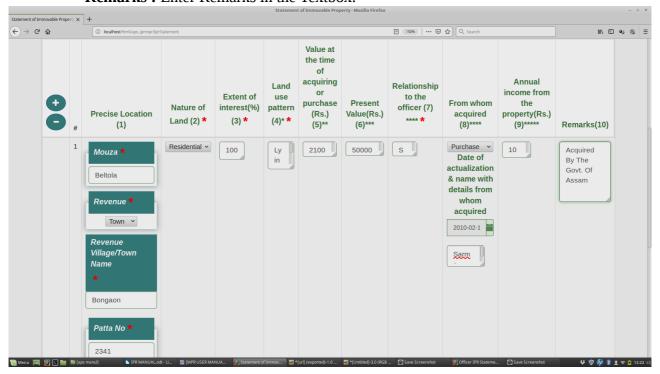


Step 13 : Column 9(Annual Income from the property) Enter the annual income from the property in the Textbox.



Step 14: Column 10

Remarks: Enter Remarks in the Textbox.



Step 15 : Select Personal Declaration Checkbox

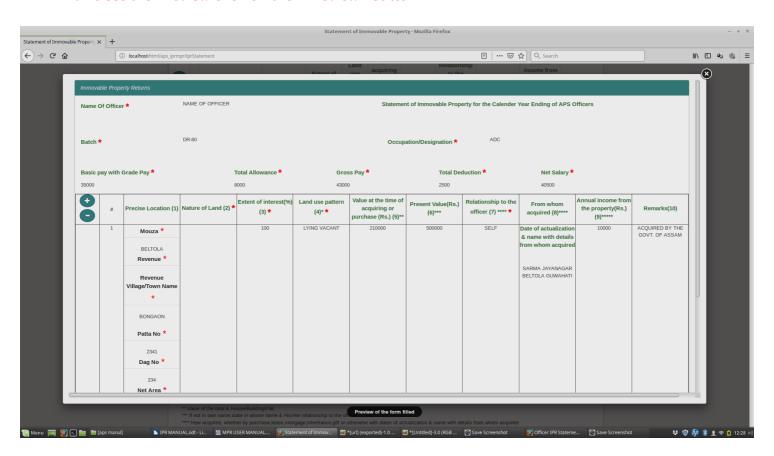
I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Please Note:

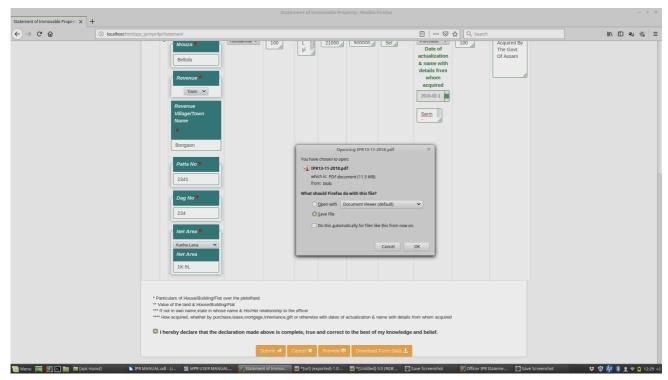
- 1. Please note that the form once submitted cannot be edited or undone.
- 2. Fields marked with * are mandatory.
- 3. Click + or button to add a row to row property in the table.



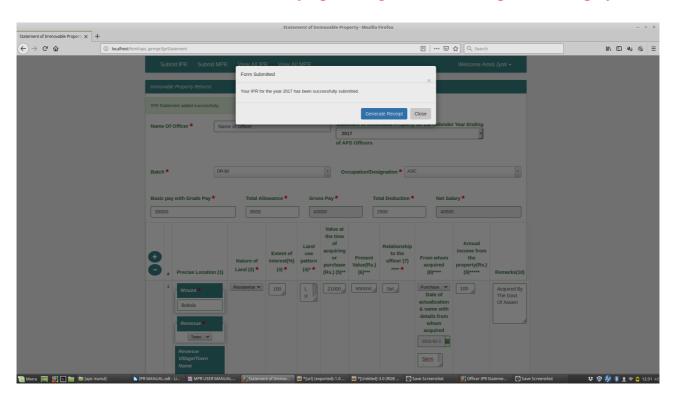
4. To see the Preview click on the "Preview" button



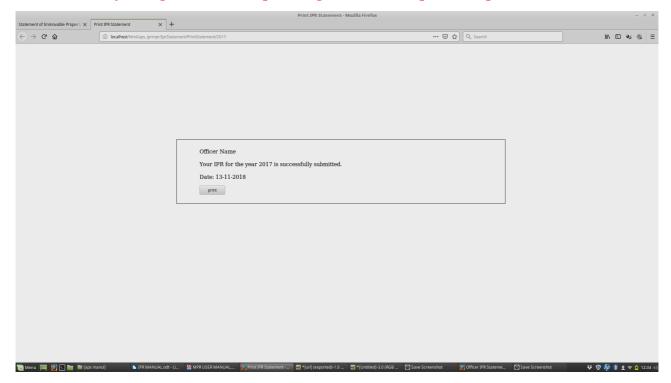
5. To Download the form data click on "Download Form Data" button.



6. After the form is submitted successfully, option to generate the receipt will be displayed.



7. This is the system generated receipt. The generated receipt can be printed

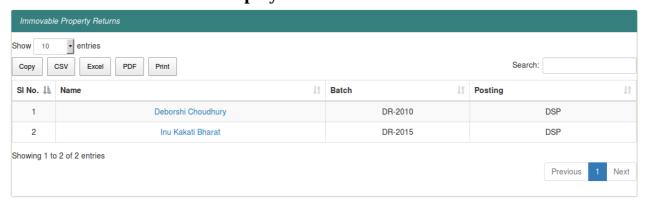


View Report

To View The Immovable Property Return Statement, click on View All IPR link



Select Your Name from the displayed link



IPR Report is displayed as shown below

	Statement of Immovable Property												
Name Of Officer : Inu Kakati Bharat					Statement of Immovable Property for the Calender Year Ending 2017 of APS Officers								
Batch : DR-2015					Occupation/Designation : DSP								
Basic pay with Grade Pay : Rs.30000					Total Allowance : Rs.2000		G	ross Pay : Rs.32000	Tota	Total Deduction : Rs.1000		Net Salary : Rs.31000	
#	Precise Location (1)	Nature of Land (2)	Extent of interest(%) (3)		Land use pattern (4)*	value at the time of acquiring or purchage (Rs.) (5)**		Present Value(Rs.) (6)***	Relationship to the offic	From whom acquired (8)****	Annual income from the property(Rs.) (9)*****	Remarks(10)	
1	Mouza : Modartola Revenue : Village Village:Deuduar Patta No:140 Dag No:31 Net Area :Bigha 2	Agriculture	100%		Vacant	50000		200000	SELF	Purchased Date of actualization &22-04-2010 name with details from whom acquired :Mr Boro	NIL		
I hereby of Date: 20-2		made above is complete, t	rue and co	rrect to the bes	st of my knowledge and belie	r.		Print			In	u Kakati Bharat	

To Take a print out click on the print button.