
27.12.2019

विषय: वर्ष 2019 के लिए वार्षिक सम्पत्ति विवरण को ऑनलाइन प्रस्तुतीकरण करने हेतु दिशा निर्देश
Subject: Online submission of Annual Property Return for the Year 2019-reg.

सी. सी. एस. (आचरण) निमावली, 1964 के नियम 18(1) (ii) के अनुसार अचल सम्पत्ति से सम्बंधित वार्षिक सम्पत्ति विवरण प्रत्येक वर्ष 31 जनवरी तक प्रस्तुत करना आवश्यक होता है। As per Rule 18(1) (ii) of CCS (Conduct) Rules, 1964, Annual Property Return (APR) in respect of immovable property is required to be submitted by 31st of January of each year.

2. यहाँ आपका ध्यान डी. ओ. पी. टी द्वारा जारी कार्यालय ज्ञापन सं. 11012/11/2007-Estt.A दिनांकित 27.09.2011 (प्रति संलग्न) की ओर आकर्षित किया जाता है, जिसमें यह बताया गया है कि वे अधिकारी जिन्होंने अपना पिछले वर्ष का वार्षिक सम्पत्ति विवरण दिनांक 31 जनवरी तक प्रस्तुत नहीं किया है, उस अधिकारी का सतर्कता अनापत्ति प्रमाण पत्र रोका जायेगा। Here, attention is also invited to the O.M No. 11012/11/2007-Estt.A dated 27.09.2011 (Copy enclosed) issued by the Department of Personnel and Training which stipulates that the Vigilance Clearance shall be denied to an officer if he/she fails to submit his/her annual immovable property return of the previous year by 31st January of the following year.

3. उपरोक्त के आलोक में, निफ्ट के सभी अधिकारियों, संकायों तथा कर्मचारियों से अनुरोध किया जाता है कि वे अपना वर्ष 2019 (01.01.2020 तक) का वार्षिक अचल सम्पत्ति का ऑनलाइन विवरण निफ्ट के एच.आर.एम्.एस मोड्यूल (URL:-<https://nifthrapps.ospyn.com/dashboard.htm>) के माध्यम से निम्नलिखित पथ के द्वारा दिनांक 02.01.2020 से 31.01.2020 के मध्य अवश्य भरे तथा उसकी हस्ताक्षरित प्रति सम्बंधित उप सतर्कता अधिकारी को भी अवश्य प्रस्तुत करे। In view of above, all the Officers, Faculty and Staff members across all NIFT Campuses are requested to submit the Immovable Property Details for the year 2019 (as on 01.01.2020) **online from 02.01.2020 onwards till 31.01.2020** in the NIFT HRMS module([URL:-https://nifthrapps.ospyn.com/dashboard.htm](https://nifthrapps.ospyn.com/dashboard.htm)) as per following path by 31.01.2019 and also forward duly signed in copy of the same to the Deputy Vigilance Officer of concerned NIFT Campuses:-

3(a). Access Individual NIFT HRMS account >> Click on Organization Tab (Upper Right corner of the page) >>Click on Immovable Property Return (Left side of the Page)>>Click on Add Immovable Property Return (Right corner of the page)>>Click on Submit IPR (Middle Right of the Page). Fill the page and save the Details.

जारी/Cont'd..

4. निफ्ट एच.आर.एम्.एस यूजर आई.डी पर विवरण भरते समय यदि किसी भी तरह की तकनीकी असुविधा हो, तो श्री अक्षत अग्रवाल से ईमेल आई.डी eoffice@nift.ac.in या akshat.agarwal@ospyn.com , दूरभाष संख्या 011-26542192 तथा मोबाइल नंबर 09149388144 (किसी भी कार्य दिवस पर सुबह 09:00 से शाम 05:30 तक) पर समाधान हेतु संपर्क किया जा सकता है। In case of any technical issue including creation/access of NIFT HRMS User I.D etc, Sh. Akshat Aggarwal may be contacted at Ph. No-011-26542192, email I.D :- eoffice@nift.ac.in or akshat.agarwal@ospyn.com on Mob:- no. 09149388144 (any working day from 09:00 a.m to 05:30 p.m.)

5. कृपया सम्पूर्ण संपत्ति का विवरण 01.01.2020 तक (क्रय वर्ष के निरपेक्ष) पिछले वर्षों में घोषित सम्पत्तियों को सम्मिलित करते हुए, भरना सुनिश्चित करें। ऑनलाइन अचल सम्पत्ति विवरण भरने में सहायता हेतु चरणबद्ध दिशा-निर्देश संलग्न है। Kindly ensure to fill the complete details of all properties as on 01.01.2020 (irrespective of Purchase Year), including properties disclosed during previous year. Step by step guideline for filling on-line Immovable Property details is also attached for ready reference.

6. सभी अखिल भारतीय सेवा/केन्द्रीय सरकार सेवा से प्रतिनियुक्ति पर तैनात अधिकारी अपने वर्ष 2019 का वार्षिक सम्पत्ति विवरण सम्बंधित नियम 16(2) ए.आई.एस (आचरण) नियमावली, 1968/नियम 18 सी. सी. एस. (आचरण) निमावली, 1964 के तहत भरना जारी रखेंगे। All the AIS/Central Services Officers on Deputation in NIFT will continue to file their annual property returns for the year 2019 under the relevant Rule 16(2) of AIS (Conduct) Rules, 1968/Rule 18 of CCS (Conduct) Rule, 1964.


(ऋचा गहरवार/ Richa Gaharwar)

मुख्य सतर्कता अधिकारी/ Chief Vigilance Officer

1. निदेशक, सभी निफ्ट केंद्र Campus Director, All NIFT Campuses- for circulation to all the employees of their concerned campuses .
2. ओ.एस.डी(स्थापना), निफ्ट, मुख्यालय/O.S.D(Estt.)NIFT-H.O /सहायक निदेशक (स्थापना-1)-निफ्ट मुख्यालय Assistant Director, (Estt.-I)-for circulation amongst NIFT H.O Officials.
3. सभी निफ्ट केंद्र के संयुक्त निदेशक/Joint Director, All NIFT Campuses.
4. सभी निफ्ट केंद्र के उप सतर्कता अधिकारी/DVO, All NIFT Campuses.
5. निदेशक सूचना प्रौद्योगिकी/Director-IT- for uploading the same under Vigilance Corner under the link "Circular regarding-Submission of Online Annual Property Return 2019 (as on 01.01.2020)".
6. निफ्ट मुख्यालय व निफ्ट केन्द्रों के सूचना पट्ट/All Notice Boards- in Head office as well as Delhi campus premises.

No. 11012/11/2007-Estt.A
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, Dated 27th September, 2011

OFFICE MEMORANDUM

Subject: Guidelines regarding grant of 'Vigilance Clearance' to members of Central Civil Services / Posts.

The undersigned is directed to say that it has been decided by the Government that officers who have not submitted the Annual Immovable Property Returns by the prescribed time would be denied vigilance clearance and will not be considered for empanelment for senior level posts in Government of India.

2. Accordingly, in this Department's OM No. 11012/11/2007-Estt.A dated 14.12.2007, laying down guidelines regarding grant of vigilance clearance to members of Central Civil Services / Posts, in para 2 a new sub-para (f) will be inserted as under:

(f) Vigilance clearance 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, as required under Government of India decisions under Rule 18 of the Central Civil Services (Conduct) Rule, 1964.

(Signature)
(U.S. Chattopadhyay)

Under Secretary to the Government of India

All Ministries / Departments

Copy to:

1. Prime Minister's Office (w.r.t. their I.D. No. 600/31/C/33/2011-ES2, dated 15.03.2011)
2. Cabinet Secretariat
3. Secretary, CVC
4. UPSC
5. C&AG
6. NIC (DOP&T Cell) with the request to upload this O.M. on the website of DOP&T.

Step by step guideline for filling on-line Immovable Property details

Login Through the employee user ID and Password with the link: <https://nifthrapps.ospyn.com/login>

Click on Organisation Tab-> On the Left hand side click on Immovable Property Return

The screenshot displays the NIFT HRMS application interface. The top navigation bar includes the NIFT logo, the text "गर्भुय फैशन टेक्नोलॉजी मंत्रालय National Institute of Fashion Technology", and user information: "Welcome Admin | Change Password | Settings | My Profile | Logout". The last login time is "January 14, 2019 10:21 AM". The main navigation menu on the left includes: Employee Directory, Employee Verification, Organisation Profile, Departments, Sub-Departments, Campus Locations, Employee Groups, **Immovable Property Ret...**, Additional Responsibility, Reports, and My Office. The "Employee Directory" section is active, showing a search bar for "Name" and a filter for "Status: Active". Below this, a "Colleagues" section lists two employees: "Admin NIFT" (Junior Assistant) and "Kalpana Manoj Chauhan (D120)" (Teaching Staff). The "My Profile" section on the right shows details for "Admin NIFT": Full Name, Designation (Junior Assistant), Department (Establishment), Campus (NIFT), and Joining Date (22/09/2014). A "Today's Birthdays" section lists three employees: "Sudha Santhosh Kumar (D120)", "Alok Kumar Singh (NFT-Proparty)", and "Deepak Kumar (H022)". The Windows taskbar at the bottom shows the time as 10:29 AM on 1/14/2019.

At the Top Click on Add Immovable Property Return

Employee Directory
Employee Verification
Organisation Profile
Departments
Sub-Departments
Campus Locations
Employee Groups
Immovable Property Ret...
Additional Responsibility
Reports
My Office
NIFT

Immovable Property Return (1)

My Requests

From date To date

Search

Immovable Property Return
Date of Submission: 1/12/2018

Add Immovable Property Return

1

Click on Submit IPR

Employee Verification
Organization Profile
Departments
Sub-Departments
Campus Locations
Employee Groups
Immovable Property Ret...
Additional Responsibility
Reports
My Office
NIFT

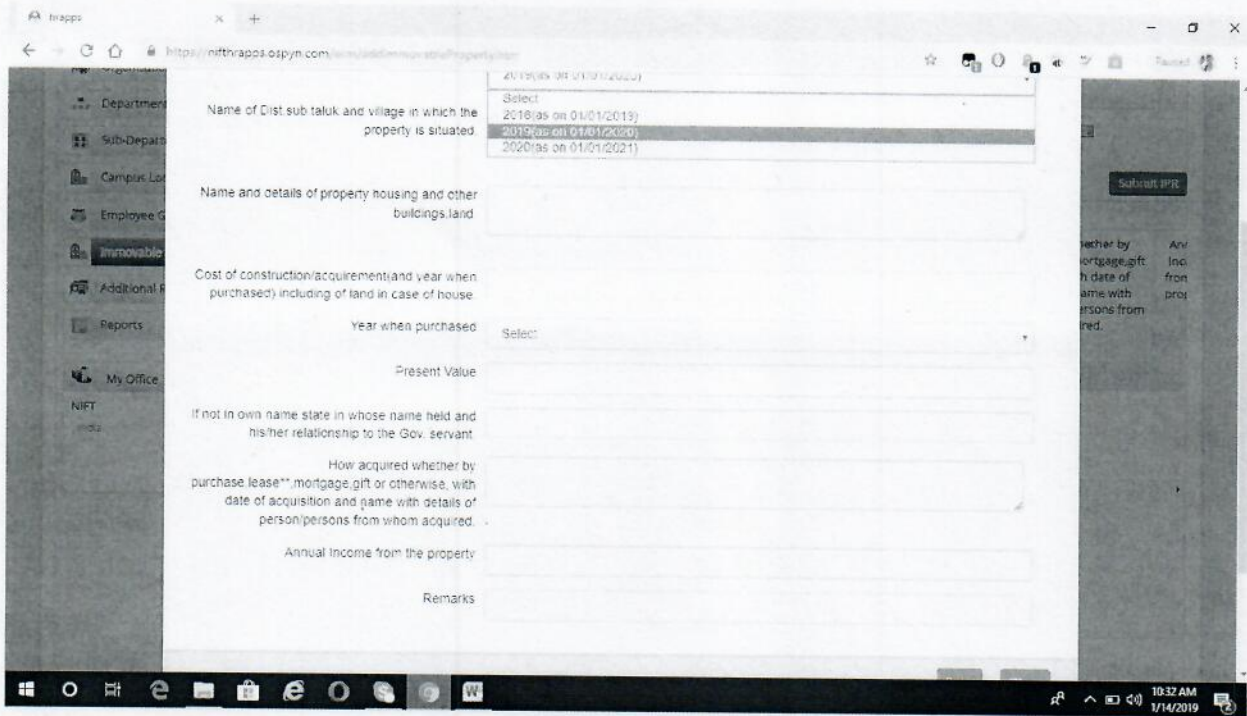
Name: ADMIN NIFT Present Post: Junior Assistant
Service in which belong: NIFT Pay: Level 2
Present Office/Ministry: Establishment Date of Submission: 14/01/2019

Submit IPR

Year	Name of Dist, sub, taluk and village in which the property is situated.	Name and details of property housing and other buildings, land.	Cost of construction/acquirement and year when purchased including of land in case of house.	Year when purchased	Present Value	If not in own name state in whose name held and his/her relationship to the Govt servant.	How acquired whether by purchase, lease, or otherwise, with date of acquisition and name with details of person/persons from whom acquired.	Are from prop
No records found								

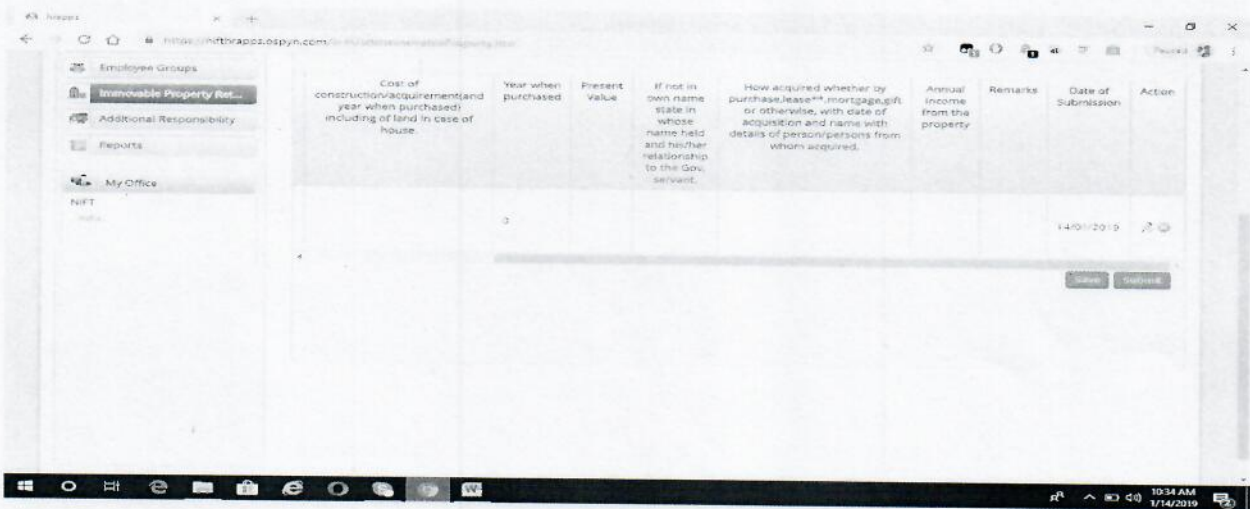
1

Fill All the Fields and click on save Button

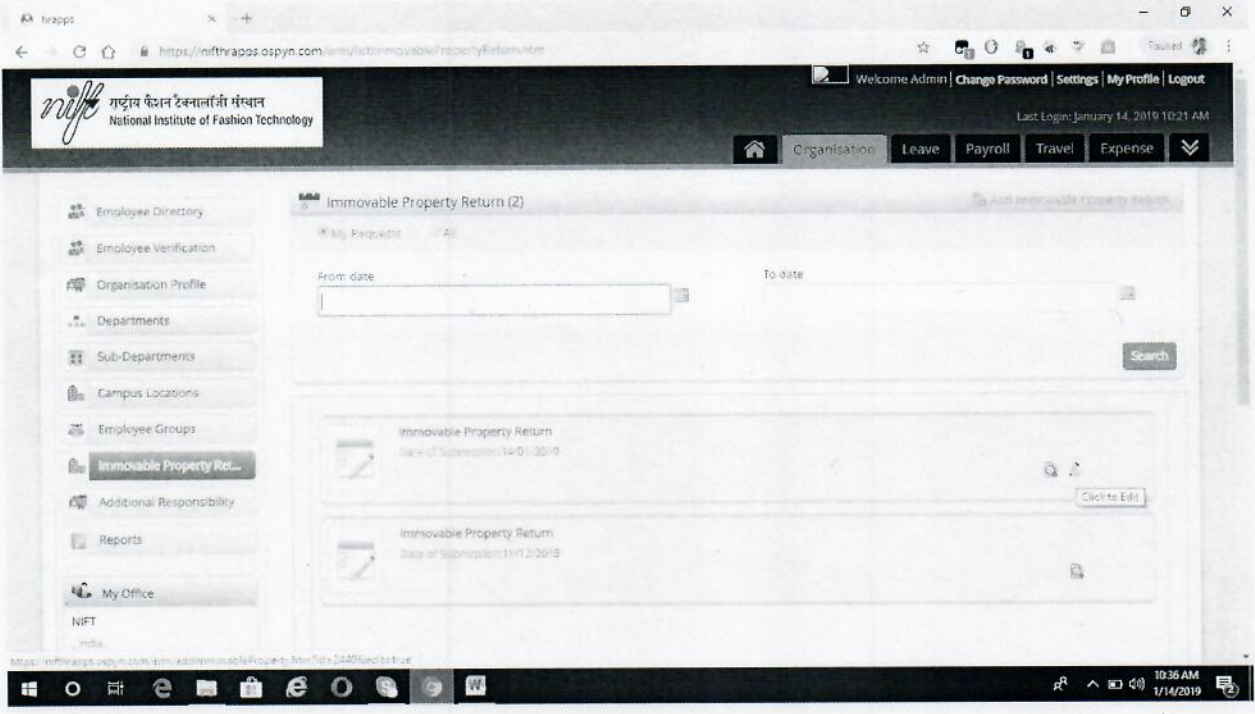


If The Employee has Multiple Properties

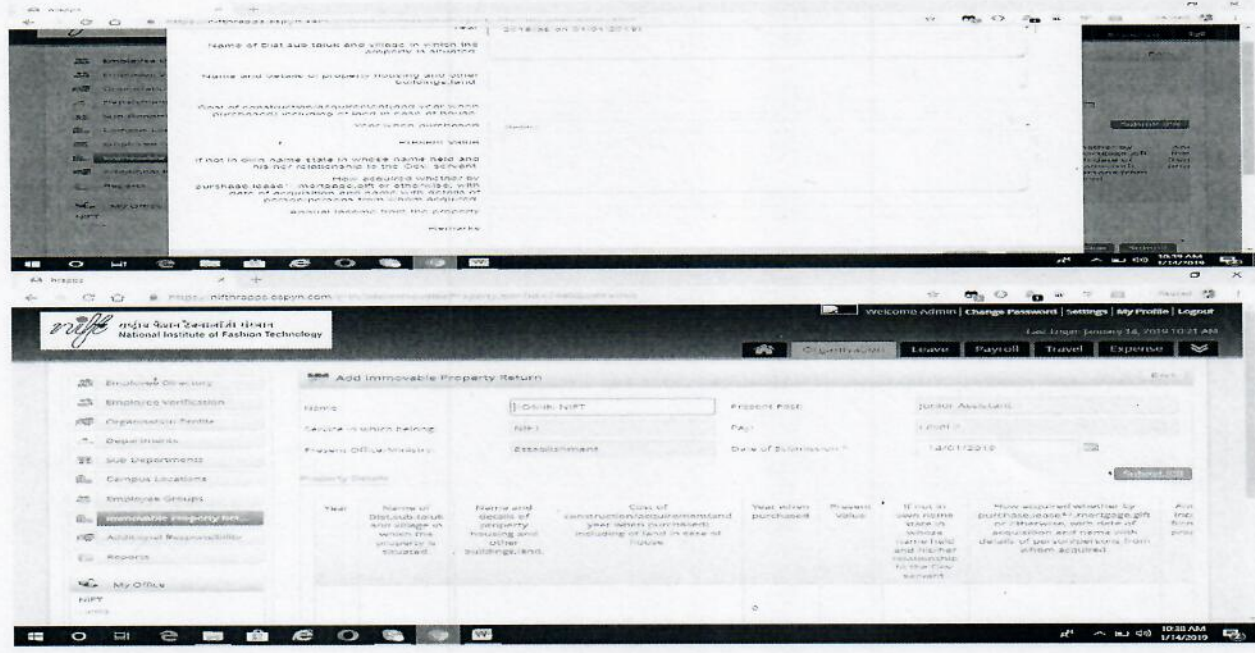
Then After filling the Property details and click on save button then again click on Save button as shown in the screenshot



Click on edit Option besides View option in Immovable Property Return



Click on Submit IPR-> Fill all the details of 2nd Property -> Click on Save .



Click On Submit Option Once we have filled all the property details.

hrapps x Gmail x +

https://nithrapps.ospyn.com/.../add/immovable/Property.htm?ID=24403&edit=true

Submit IPR

Cost of construction/acquirement (and year when purchased) including of land in case of house.	Year when purchased	Present Value	If not in own name state in whose name held and his/her relationship to the Gov servant.	How acquired whether by purchase, lease, mortgage, gift or otherwise, with date of acquisition and name with details of person/persons from whom acquired.	Annual Income from the property	Remarks	Date of Submission	Action
	0						14/01/2015	
	0						14/01/2019	

Save Submit

1

10:55 AM 1/14/2019

Note: After Submitting Employees cannot Edit IPR Details.