

No.01/169/2017/Vig./156
राष्ट्रीय फैशन प्रोद्योगिकी संस्थान/National Institute of Fashion Technology
सतर्कता विभाग, मुख्यालय/Vigilance Department, Head Office
नई दिल्ली/New Delhi-110016

31.12.2020

विषय: वर्ष 2020 के लिए वार्षिक सम्पत्ति विवरण को ऑनलाइन प्रस्तुतीकरण करने हेतु दिशा निर्देश
Subject: Online submission of Annual Property Return for the Year 2020 -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 स. 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 2020 (01.01.2021 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 पाथ के द्वारा दिनांक 02.01.2021 से 31.01.2021 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 2020 (as on 01.01.2021) **online from 02.01.2021 onwards till 31.01.2021** in the NIFT HRMS module (URL:-<https://nifthrapps.ospyn.com/dashboard.htm>) as per following path by 31.01.2021 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.

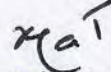
जारी/Cont'd..

4. निफ्ट एच.आर.एम.एस यूजर आई.डी पर विवरण भरते समय यदि किसी भी तरह की तकनीकी असुविधा हो, तो सुश्री मनीषा गुप्ता से ईमेल आई.डी eoffice@nift.ac.in , manisha.verma@nift.ac.in दूरभाष संख्या 011-26542028 तथा मोबाइल नंबर 9873793972 (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, Ms. Manisha Gupta may be contacted at Ph. No-011-26542028, email I.D :- eoffice@nift.ac.in on Mob:- no. 9873793972 (any working day from 09:00 a.m to 05:30 p.m.)

5. कृपया सम्पूर्ण संपत्ति का विवरण 01.01.2021 तक (क्रय वर्ष के निरपेक्ष) पिछले वर्षों में घोषित संपत्तियों को सम्मिलित करते हुए, भरना सुनिश्चित करें। ऑनलाइन अचल संपत्ति विवरण भरने में सहायता हेतु चरणबद्ध दिशा-निर्देश संलग्न है। Kindly ensure to fill the complete details of all properties as on 01.01.2021 (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 अथवा सभी प्रतिनियुक्ति पर तैनात अधिकारी अपने वर्ष 2020 का वार्षिक संपत्ति विवरण सम्बंधित नियम 16(2) ए.आई.एस (आचरण) नियमावली, 1968/नियम 18 सी. सी. एस. (आचरण) निमावली, 1964 एवं अधिकारी के कैडर के अनुसार अन्य लागू नियम के तहत भरना जारी रखेंगे। All the AIS/Central Services Officers and all officers appointed on Deputation in NIFT will continue to file their annual property returns for the year 2020

under the relevant Rule 16(2) of AIS (Conduct) Rules, 1968/Rule 18 of CCS (Conduct) Rule, 1964 or other applicable Rule as per the officer's cadre.


(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. पंजीयक (स्थापना), निफ्ट, मुख्यालय/Registrar (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 प्रोद्योगिकी/Director-IT- for uploading the same under Vigilance Corner under the link "Circular regarding-Submission of Online Annual Property Return 2020 (as on 01.01.2021)".

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.


(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.

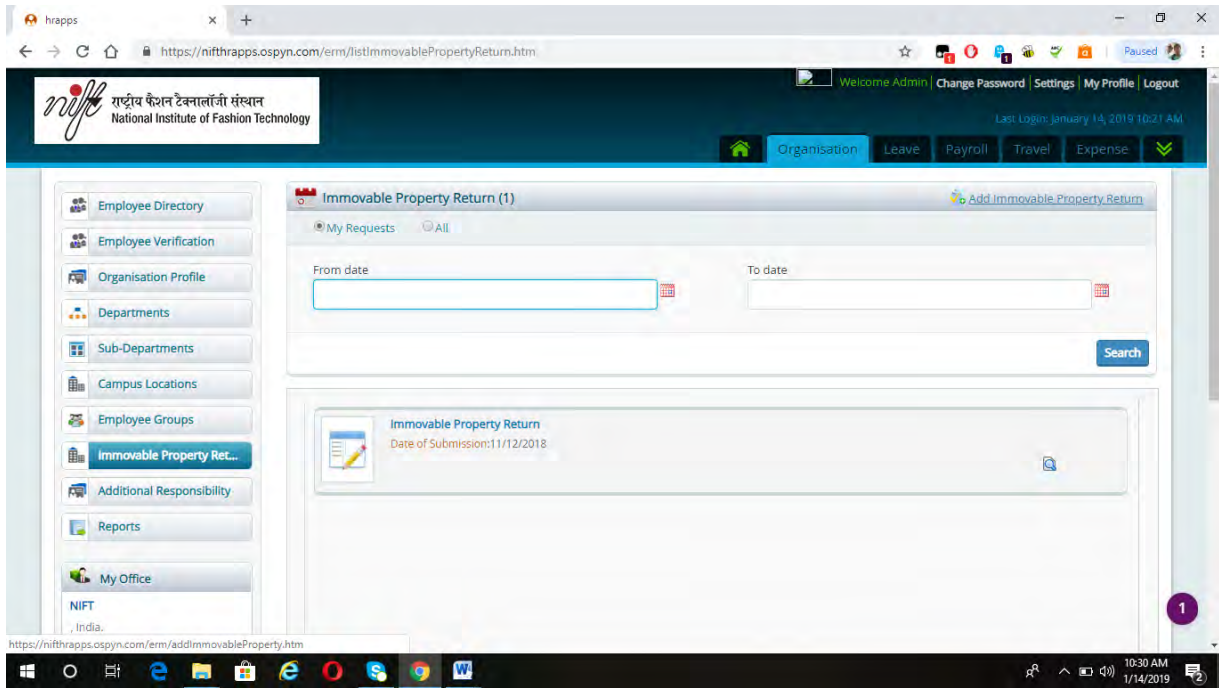
Step by step guideline for filling on-line Immovable Property details

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

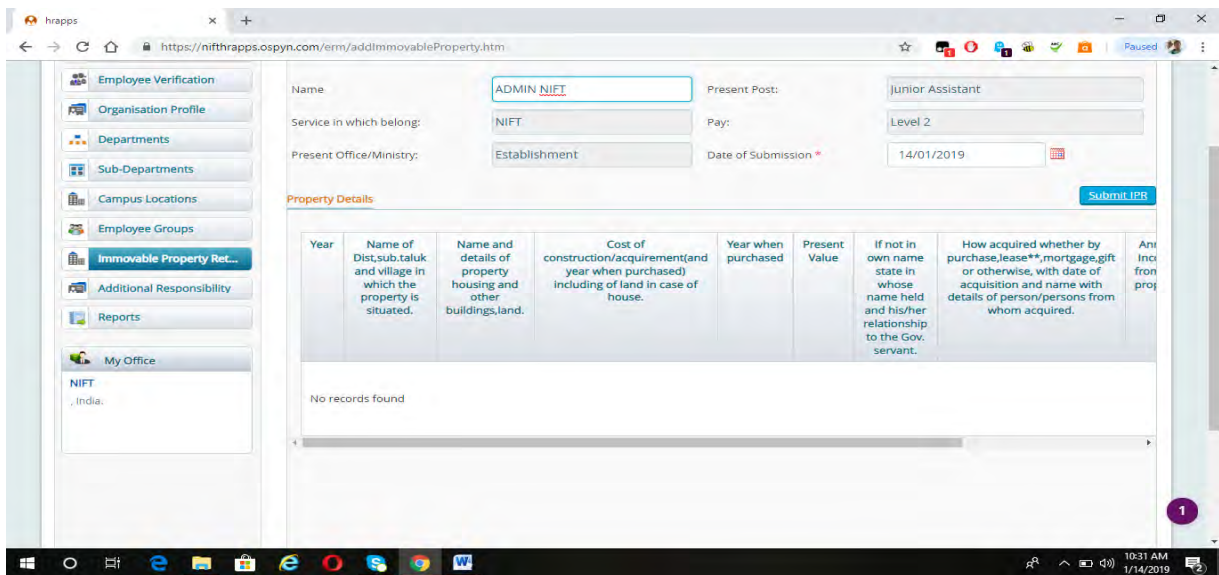
Click on Organisation Tab-> On the Left hand side click on Immovable Property Return

The screenshot displays the NIFT HRMS application interface. The browser address bar shows the URL: <https://nifhrapps.ospyn.com/erm/employeeListing.htm>. The page header includes the NIFT logo and name in Hindi and English, along with user navigation options like 'Welcome Admin', 'Change Password', 'Settings', 'My Profile', and 'Logout'. The main navigation bar features tabs for 'Organisation', 'Leave', 'Payroll', 'Travel', and 'Expense'. On the left sidebar, the 'Immovable Property Ret...' option is highlighted. The central 'Employee Directory' section shows a search filter for 'Name' and a list of colleagues, including 'Admin NIFT' and 'Kalpana Manoj Chauhan (0120)'. The right sidebar displays the user's 'My Profile' information, such as 'Full Name: Admin NIFT', 'Designation: Junior Assistant', and 'Joining Date: 22/09/2014'. Below the profile, there is a 'Today's Birthdays' section for January 14, 2019, listing employees like Senthilnathan Paraman and Alok Kumar Singh. The Windows taskbar at the bottom shows the system time as 10:29 AM on 1/14/2019.

At the Top Click on Add Immovable Property Return



Click on Submit IPR



Fill All the Fields and click on save Button

2019(as on 01/01/2020)
Select
2018(as on 01/01/2019)
2019(as on 01/01/2020)
2020(as on 01/01/2021)

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 Select

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

Submit PR

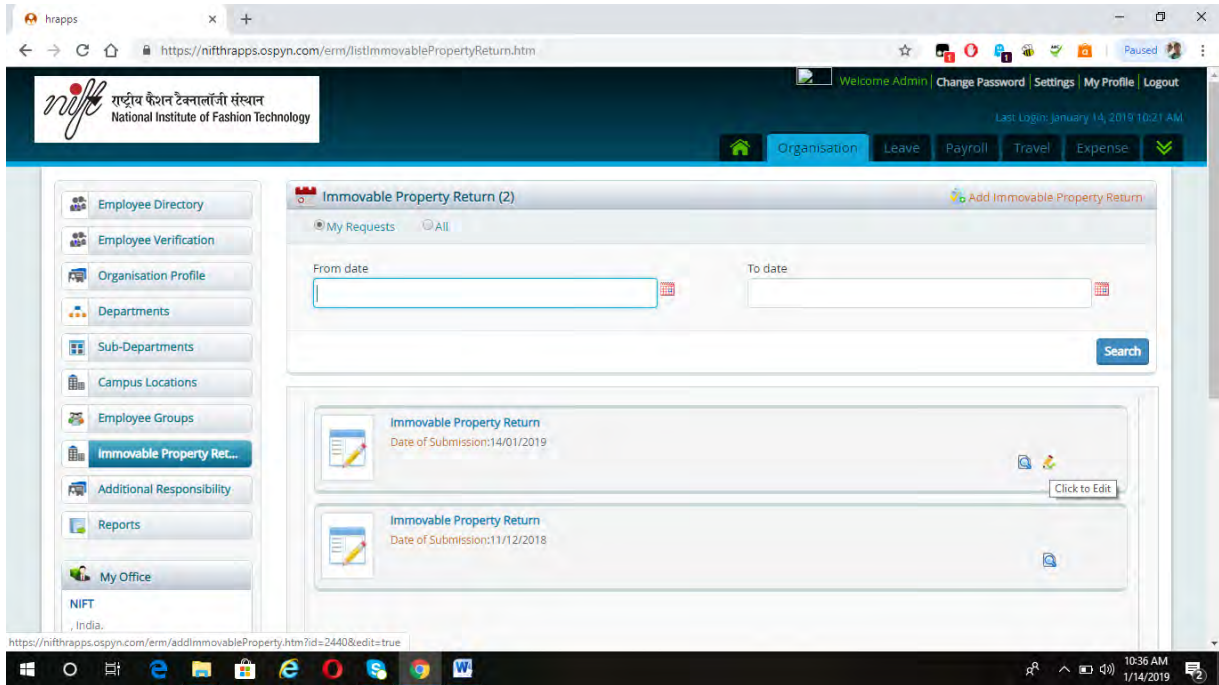
If The Employee has Multiple Properties

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

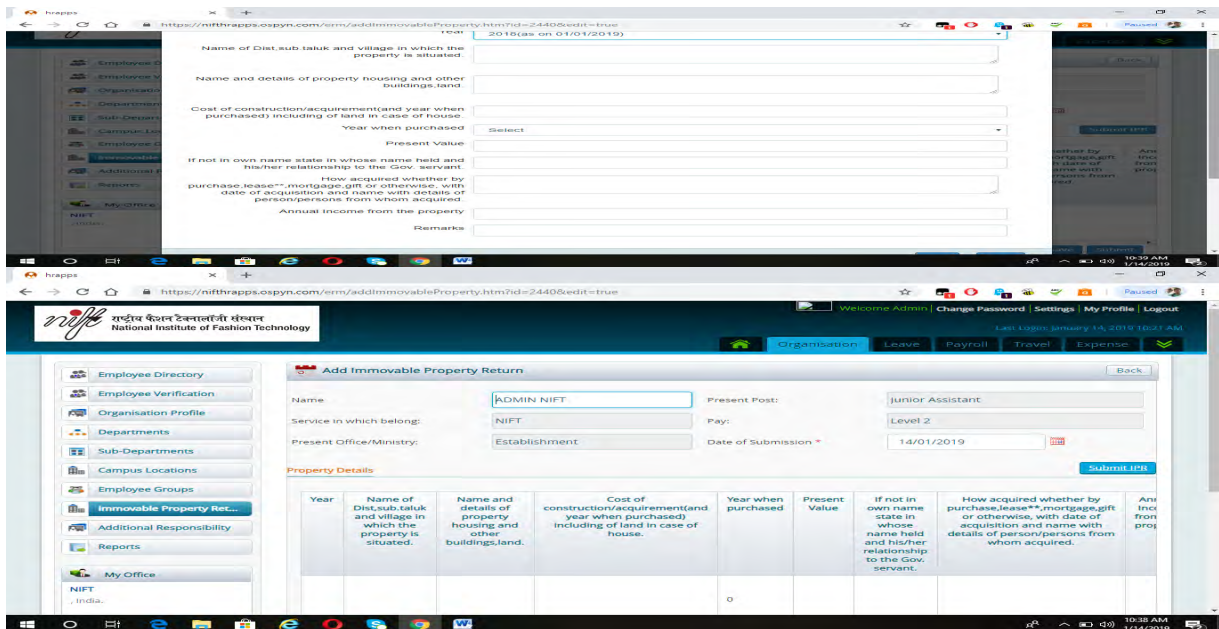
Cost of construction/acquirement(and year when purchased) including of land in case of house.	Year when purchased	Present Value	If not in own name state in whose name held and his/her relationship to the Gov. servant.	How acquired whether by purchase,lease**, mortgage,gift or otherwise, with date of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

Save Submit

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.

The screenshot shows a web browser window with the URL <https://nifthrapps.ospyn.com/erm/addImmovableProperty.htm?id=2440&edit=true>. The page title is "Property Details". On the left, there is a navigation menu with options: "Campus Locations", "Employee Groups", "Immovable Property Ret..." (highlighted), "Additional Responsibility", "Reports", and "My Office". The "My Office" section shows "NIFT, India".

The main content area contains a table with the following columns: "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", and "Action".

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						14/01/2019	 
	0						14/01/2019	 

At the top right of the form area is a "Submit IPR" button. At the bottom right of the form area are "Save" and "Submit" buttons. A purple notification bubble with the number "1" is located in the bottom right corner of the browser window.

Note: After Submitting Employees cannot Edit IPR Details.