

## IMMOVABLE PROPERTY RETURN

As IPR Module has been implemented in HR Apps on 02/01/2019 so in order to fill IPR Form through HR Apps The steps need to be followed:

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 Immoveable Property Return

The screenshot displays the HR Apps interface for the National Institute of Fashion Technology (NIFT). The browser address bar shows the URL <https://nifhrapps.ospyn.com/erm/employeeListing.htm>. The user is logged in as Admin, with a last login on January 14, 2019, at 10:21 AM. The interface includes a navigation menu on the left with options like Employee Directory, Employee Verification, Organisation Profile, Departments, Sub-Departments, Campus Locations, Employee Groups, Immoveable Property Ret..., Additional Responsibility, Reports, and My Office. The main content area shows the Employee Directory with a search filter set to 'All' and a status filter of 'Active'. Two colleagues are listed: Admin NIFT (Junior Assistant) and Kalpana Manoj Chauhan (0120) (Multi Tasking Staff). The right sidebar displays the user's profile (Admin NIFT, Junior Assistant) and today's birthdays for January 14, including Senthilnathan Paraman (Assistant Professor), ALOK KUMAR SINGH (Junior Assistant), and Deepak Kumar (Junior Engineer).

# IMMOVABLE PROPERTY RETURN

At the Top Click on Add Immovable Property Return

hrapps x +  
https://nifthrapps.ospyn.com/erm/listImmovablePropertyReturn.htm

Welcome Admin | Change Password | Settings | My Profile | Logout  
Last Login: January 14, 2019 10:21 AM

Organisation | Leave | Payroll | Travel | Expense

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

Immovable Property Return (1) Add Immovable Property Return

My Requests All

From date To date

Search

Immovable Property Return  
Date of Submission: 11/12/2018

1

https://nifthrapps.ospyn.com/erm/addImmovableProperty.htm

10:30 AM 1/14/2019

Click on Submit IPR

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https://nifthrapps.ospyn.com/erm/addImmovableProperty.htm

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

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

Property Details

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 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.	Any Inci from prop
No records found								

1

10:31 AM 1/14/2019

# IMMOVABLE PROPERTY RETURN

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

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



## IMMOVABLE PROPERTY RETURN

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 application interface includes a left sidebar with navigation options: Campus Locations, Employee Groups, Immovable Property Ret..., Additional Responsibility, Reports, and My Office. The main content area is titled 'Property Details' and features 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. The table contains two rows of data, both with '0' in the 'Year when purchased' column and '14/01/2019' in the 'Date of Submission' column. A 'Submit IPR' button is located in the top right corner of the form area. Below the table, there are 'Save' and 'Submit' buttons. The Windows taskbar at the bottom shows the time as 10:55 AM on 1/14/2019.

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	 

Note: After Submitting Employees cannot Edit IPR Details.