

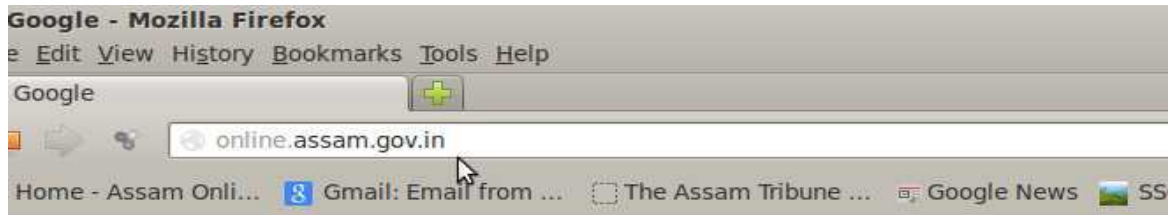
Online Immovable Property Returns Submission Form User Manual

Assam Online Portal

Online IPR Submission User Manual

1. Initial Login :

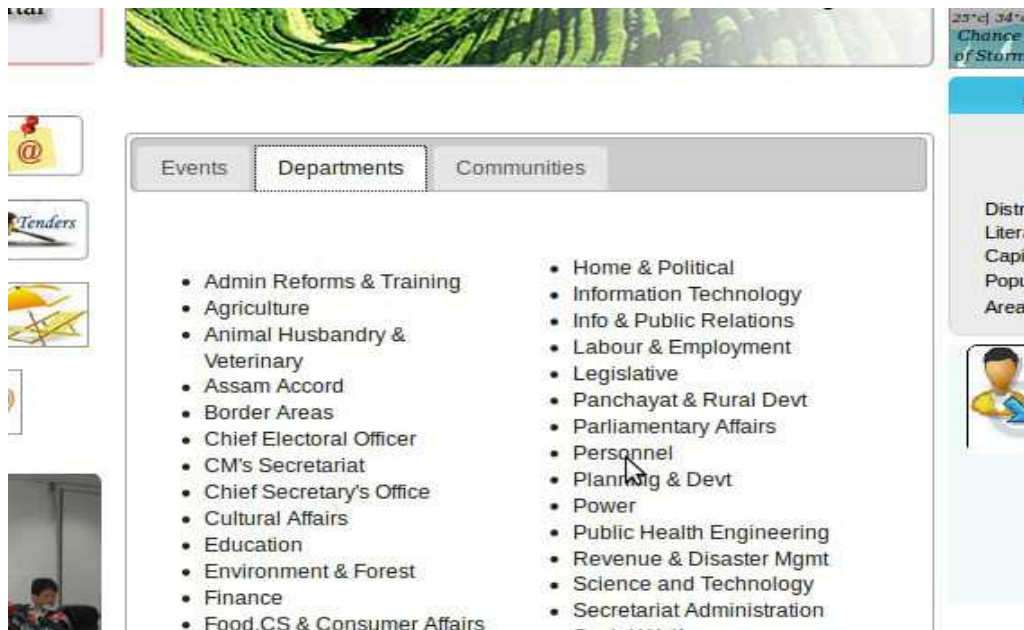
Enter " online.assam.gov.in " on your browser url



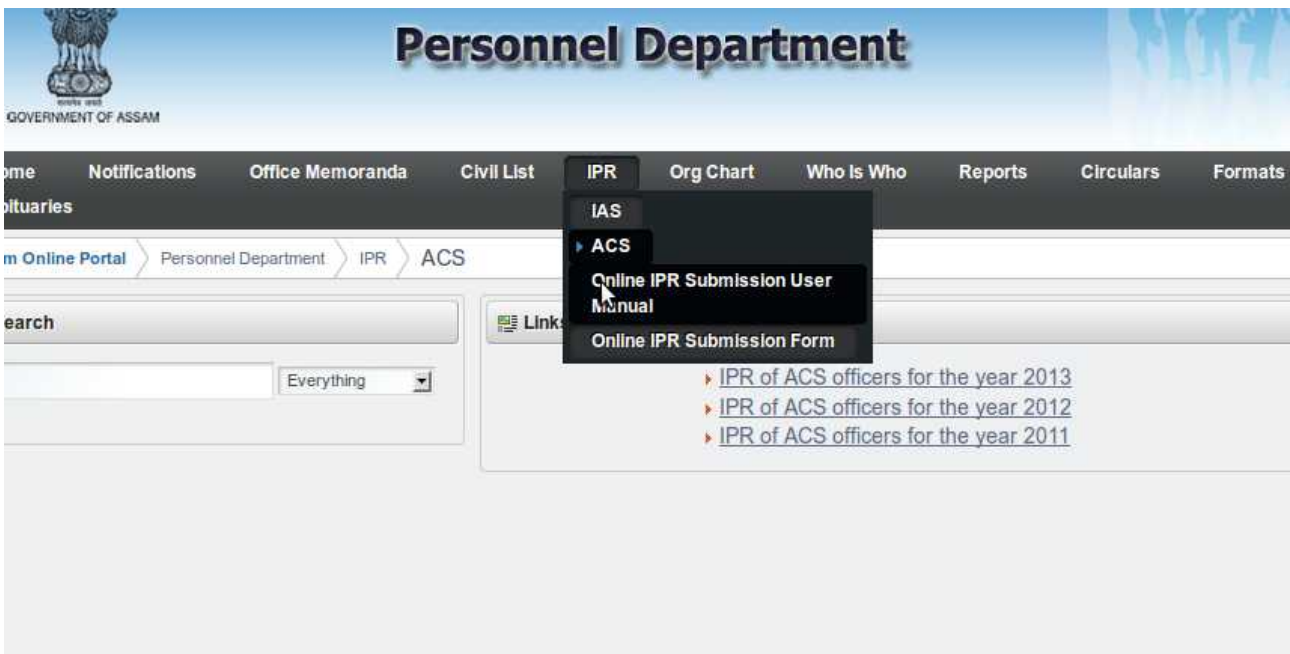
Below is shown the Assam Online Portal Home Page



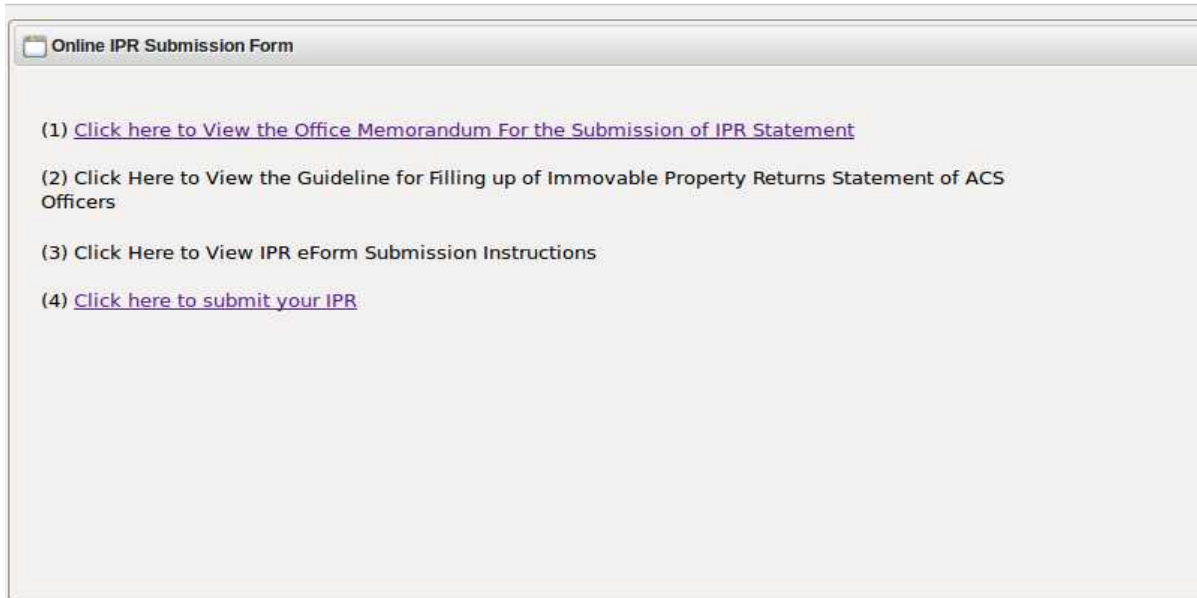
Click on the tab "Department" and then click on "Personnel"



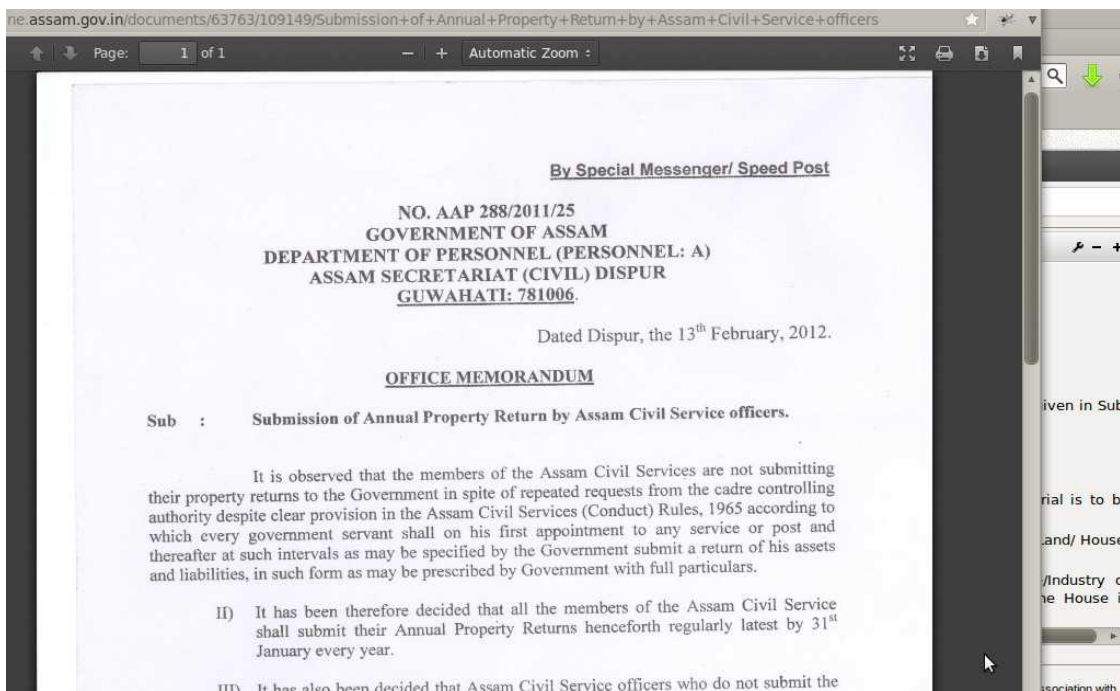
Now Go to tab "IPR" and from the drop-down list Select and Click on "Online IPR Submission Form"



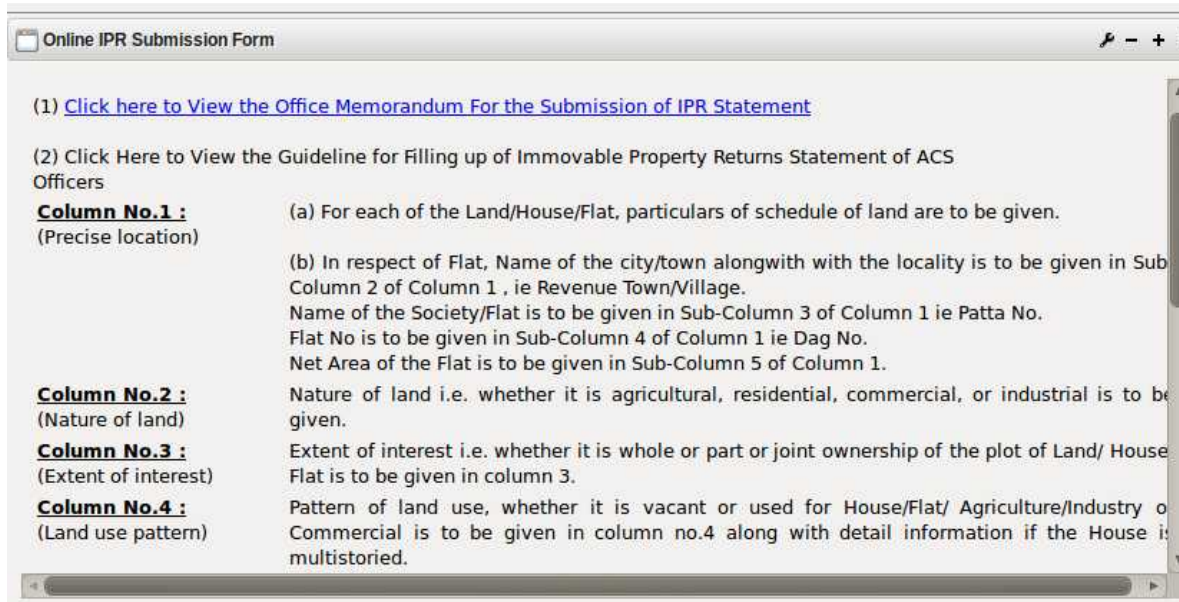
The below shown page is displayed when "Online IPR Submission Form" is clicked



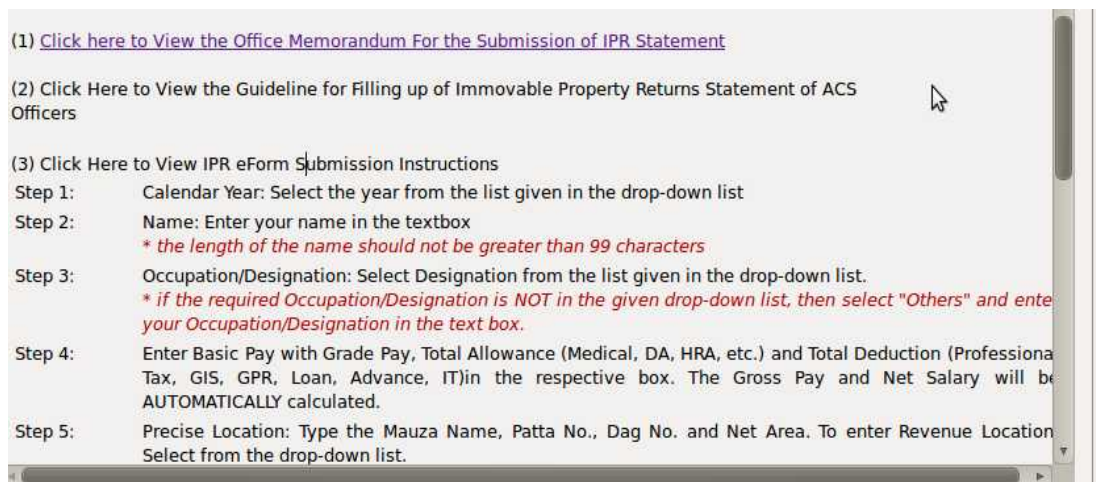
To read the Office Memorandum for Submission of IPR Statement, click on "Click Here to view the Office Memorandum for Submission of IPR Statement"



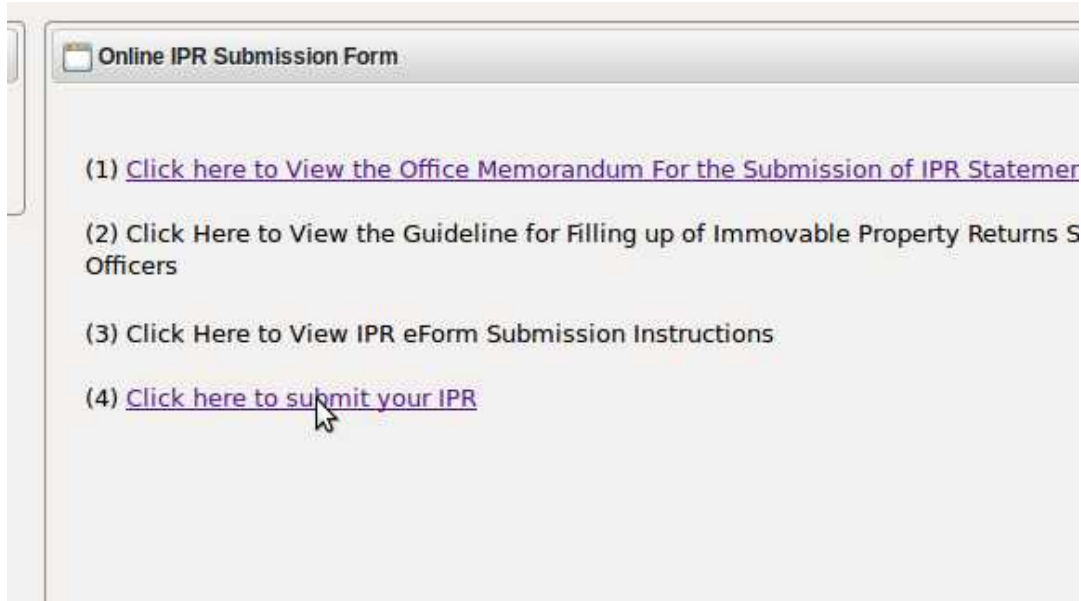
To read the Guidelines for Filling up of Immovable Property Returns Statement of ACS Officers, Click on "Click Here to View the Guideline for Filling up of Immovable Property Returns Statement of ACS Officers"



To read the Instructions for e-Form Submission, Click on "Click Here to View IPR eForm Submission Instructions"



To Fill the "Online IPR Submission Form", Click on the Link "Click Here to submit your IPR"



Enter Your Assam Online Portal Login ID and Password(provided toyou through your mail)

A screenshot of the Assam Online Portal login interface. At the top right, there is a "Logout |" link. Below it, the text "Please enter your login and password:" is displayed. There are two input fields: "Login:" with the text "mihir" and "Password:" with a masked password of "●●●●●●". A "Login" button is positioned below the password field, with a mouse cursor pointing at it. At the bottom center, there is a footer that reads "Customized by CMC Ltd. 2012".

Below is shown the Online IPR Submission e-Form

Statement of Immovable Property

1. Immovable Property Returns

▼ Immovable Property Returns

Statement of Immovable Property for the Calendar Year Ending of ACS Officers

* Name of the Officer

* Batch * Occupation/Designation

* Basic Pay with Grade Pay * Total Allowance * Gross Pay * Total Deduction * Net Salary
*Enter Number *Enter Number *Enter Number *Enter Number

	Precise location # (1)	Nature of Land (2)	Extent of Interest (%) (3)	Land-use pattern (4)*	Value at the time of acquiring / purchase (Rs.) (5)**	Present Value (Rs.) (6)**	Relationship to the officer (7)***	From whom acquired (8)****	Annual income from the property (Rs.) (9)	Remarks (10)
+	1	Mauza : <input type="text" value="Revenue"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="0"/>	<input type="text"/>

2. Filling up the IPR Form :

Step 1 : Calendar Year - Select the year from the list given in the dropdown list

▼ **Immovable Property Returns**

Statement of Immovable Property for the Calendar Year Ending of ACS Officers

* Name of the Officer

* Batch * Occupation/Designation

Step 2 : Name - Enter your name in the Textbox

Statement of Immovable Property for the Calendar Year Ending of A

* Name of the Officer

* Batch * Occupation

* Basic Pay with Grade Pay * Total Allowance * Gross Pay

*Enter Number *Enter Number *Enter Number

** the length of the name should not be greater than 99 characters*

Step 3 : Batch - Select Batch from the list given in the drop-down list.

Immovable Property Returns

Statement of Immovable Property for the Calendar Year Ending of AC

*** Name of the Officer**

*** Batch** *** Occupation/D**

*** Basic Pay with Grade Pay** *** Total Allowance** *** Gross Pay**

*Enter Number *Enter Number

	Precise	Extent of	Land-use	Value at the time of acquiring /	Present

**if the required Batch is NOT in the given drop-down list, then select "Others" and enter your Batch in the text box.*

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

*** Occupation/Designation**

Pay *** Total Deduction** *** Net Salary**

*Enter Number

at ne of ring / ase	Present Value	Relationship to the officer	From whom acquired	Annual income from the property	Remarks

**if the required Occupation/Designation is NOT in the given drop-down list, then select "Others" and enter your Occupation/Designation in the textbox.*

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.

* Name of the Officer
 DHRITIMAN DUWARAH

* Batch: DR-95 * Occupation/Designation: Chief Valuation Officer

* Basic Pay with Grade Pay: 50000 * Total Allowance: 8000 * Gross Pay: 58000 * Total Deduction: 650 * Net Salary: 57350

*Enter Number

	Precise	Extent of	Land-use	Value at the time of acquiring / Present	Relationship	From whom	Annual income from the
+							

Step 6 : Precise Location-Type the Mauza Name, Patta No., Dag No. and Net Area. To enter Revenue Location, Select from the drop-down list.

#	Precise location (1)	Nature of Land (2)	Extent of Interest (%) (3)
1	Mauza : Nazira Revenue Villa Nohati Patta No. 014/A97 Dag No. : 2013/82 Net Area : 98648 Bigh	Select	

Step 7 :Nature of Land -Select the required entry from the drop-down list.

#	Precise location (1)	Nature of Land (2)	Extent of Interest (%) (3)	Land-use pattern (4)*	Value at the time of acquisition (Rs.)
1	Mauza : Nazira Revenue Villa ▾ Nohati Patta No. 014/A97 Dag No. : 2012/02	Comm ▾			

** if the required entry is NOT in the drop-down list, then select "Others" and enter the value in the text box.*

Step 8: Extent of Interest: Enter the value in %

Location	Nature of Land (2)	Extent of Interest (%) (3)	Land-use pattern (4)*	Value at the time of acquiring / purchase (Rs.) (5)**	Present Value (Rs.) (6)*
Mauza : Nazira Revenue Villa ▾ Nohati Patta No. 014/A97 Dag No. : 2012/02	Comm ▾	53.6			

Step 9: Enter Land Use Pattern, Value of the Land & House/Building/Flat at the time of acquiring/purchase, Value of the Land &House/Building/Flat(Present Value),If not in own name, state in whose name and his/her relationship to the officer.

Extent of Interest (%) (3)	Land-use pattern (4)*	Value at the time of acquiring / purchase (Rs.) (5)**	Present Value (Rs.) (6)**	Relationship to the officer (7)***
53.6	Vacant Plot	565000	896000	Father

Step 10: How Acquired- Select the nature from the drop-down List. Date of Actualization: Click on the Calender image and select the date. Name from whom acquired: Enter the name.

Present Value (Rs.) (6)**	Relationship to the officer (7)***	From whom acquired (8)****	from the property (Rs.)(9)	Remarks (10)
896000	Father	Inherita date of actualization & name with details from whom acquired	0	

October 2013

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Step 11: Enter Annual Income and Remarks.

	Relationship to the officer (7)***	From whom acquired (8)****	Annual income from the property (Rs.)(9)	Remarks (10)
*	Father	Inherita ▾ date of actualization & name with details from whom acquired 11/11/2013 father	0	none

Step 12 : Select Personal Declaration checkbox.

I hereby declare that the declaration made above is complete, true and correct to th

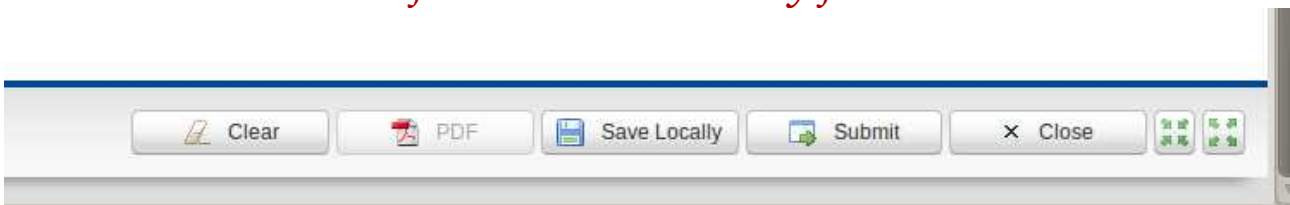
Date

26/11/2013

PLEASE NOTE:

- Please note that the form once submitted cannot be edited or undone
- Add Rows to the table: Click **+**. Remove Rows: Click respective **X**

- To Save the form as PDF, click on the PDF icon after all the mandatory fields have been entered.



Page: 1 of 1 Automatic Zoom

Statement of Immovable Property

1. Immovable Property Returns

Immovable Property Returns

Statement of Immovable Property for the Calendar Year Ending 2011 of ACS Officers

Name of the Officer
DHRITIMAN DUWARAH

Batch
DIR-95

Occupation/Designation
Chief Valuation Officer

	Basic Pay with Grade Pay	Total Allowance	Gross Pay	Total Deduction	Net Salary
	9000	8000	58000	650	57350

#	Precise location (1)	Nature of Land (2)	Extent of Interest (3) (1/3)	Land-use pattern (4)	Value at the time of acquiring/ purchase (Rs.) (5)**	Present Value (Rs.) (6)**	Relationship to the officer (7)***	From whom acquired (8)****	Annual income from the property (Rs./Yr) (9)	Remarks (10)
1	Mauza : Revenue Village : S.No. : Dist. No. : 2013.B2 Plot No. : 986.04	Comm	53.6	Vacant Plot	565000	89600	Father	Inheritance	0	none

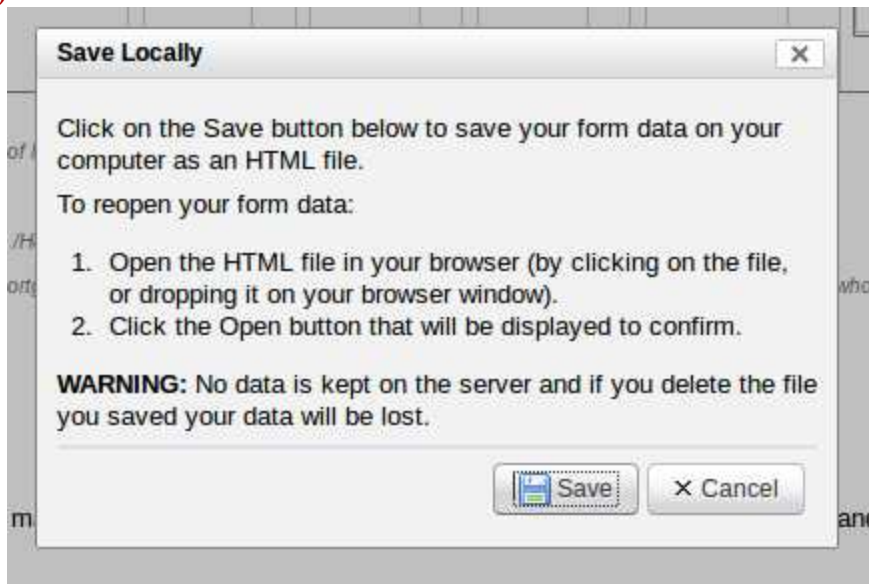
- *After you submit the eform, option to generate receipt will be displayed. The generated receipt can be printed.*

The screenshot shows a 'Form Submitted' dialog box with the text 'Your information has been submitted, thank you.' and a 'Generate Receipt' button. Below this, the main page displays 'Personnel Department, Government of Assam' and 'Submission of IPR Statement for 2011'. A summary box contains the following information:

Name: DHRITIMAN DUWARAH
Batch: DR-95
Designation: Chief Valuation Officer
Thank You. Your data has been saved successfully & e-mail sent to your registered e-mail id

Buttons for 'Print' and 'Close' are visible at the bottom of the summary box.

- *Save Locally: You can use the Save Locally option to save the IPR form on your machine for later submission. Whenever you are online again, you can double-click on the stored file, edit data if required, and submit the form.*

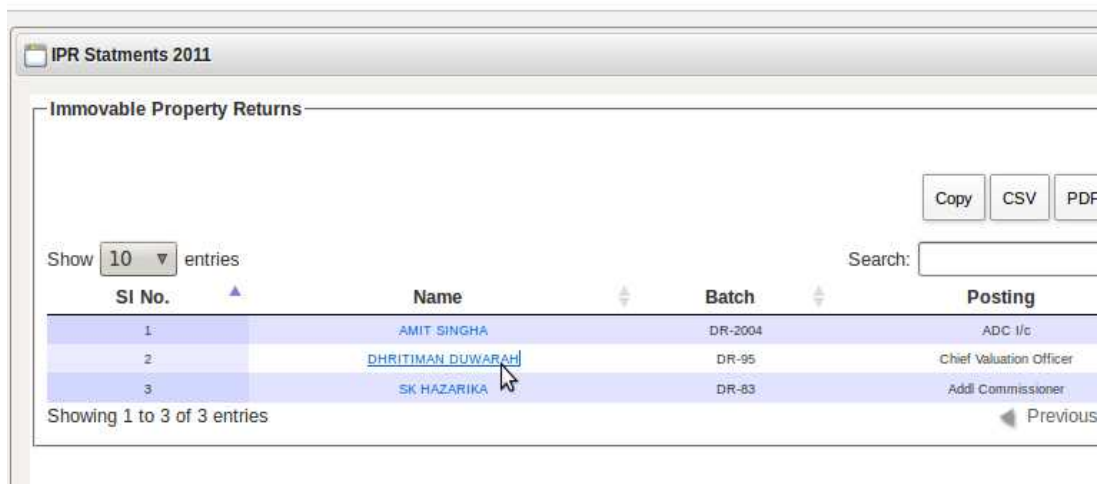


3. View Report :

To View the Immovable Property Return Statement, go to IPR →ACS and Select the year



Select Your Name from the Displayed List



The IPR Report is displayed as shown below

BIRT Report Viewer

Showing page 1 of 1

Statement of Immovable Property

Immovable Property Returns

Statement of Immovable Property for the Calendar Year Ending 2011 of ACS Officers

Name of the Officer
DHRITIMAN DUWARAH

Batch: DR-95 Occupation/Designation: Chief Valuation Officer

Basic Pay with Grade Pay (Rs.)	Total Allowance (Rs.)	Gross Pay (Rs.)	Total Deduction (Rs.)	Net Salary (Rs.)
50000	8000	58000	650	57350

#	Precise location	Nature of Land	Extent of Interest (%)	Land-use pattern ¹	Value of the Land & House/Building/Flat (Rs.)		Relationship to the officer ³	From whom acquired ⁴	Annual income from the property (Rs.)	Remarks
					At the time of acquisition/purchase	Present Value ²				

To take a PrintOut,click on the Print Report icon on the Top-Left corner of the IPR report

BIRT Report Viewer

Showing page 1 of 1

Print report

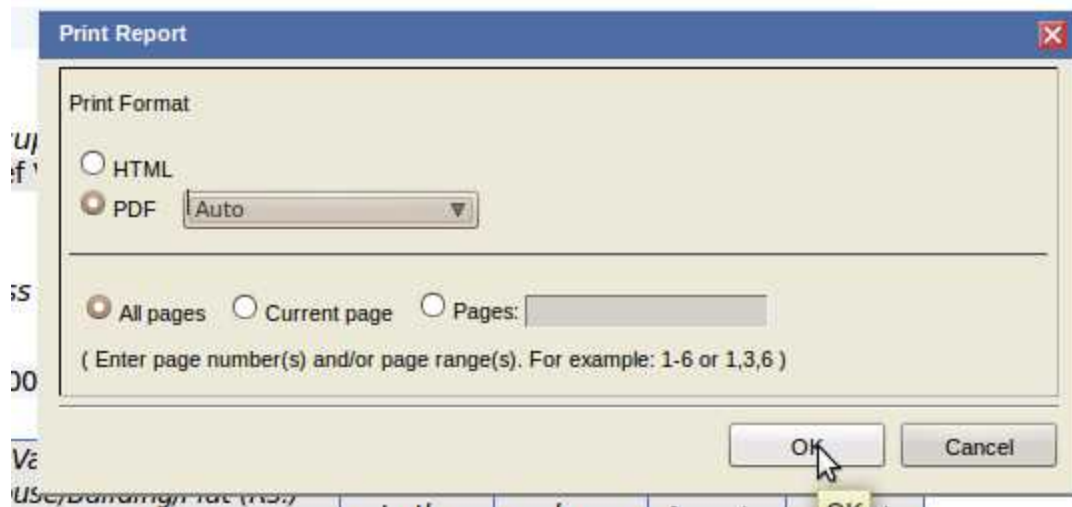
Statement of Immovable Property

Immovable Property Returns

Statement of Immovable Property for the Calendar Year

Name of the Officer

Select PDF, Auto and then the required number of pages . Click OK



The Output report is displayed as shown below

Page: 1 of 1 Automatic Zoom

Statement of Immovable Property

1. Immovable Property Returns

Immovable Property Returns

Statement of Immovable Property for the Calendar Year Ending 2011 of ACS Officers

Name of the Officer
DHRITIMAN DUMARAH

Batch
DR-95

Occupation/Designation
Chief Valuation Officer

Basic Pay with Grade Pay	Total Allowance	Gross Pay	Total Deduction	Net Salary
50000	8000	58000	650	57350

#	Precise location (1)	Nature of Land (2)	Extent of Interest (R.1) (3)	Land-use pattern (4)**	Value at the time of acquiring/purchase (R.) (5)**	Present Value (R.) (6)**	Relationship to the officer (7)***	From where acquired (8)****	Annual income from the property (R. 9%)	Remarks (8)
1	Mazra: NABTU, Revenue Village, Nohali, Pata No. D14/AB7, Dig No.: 2013/32, Net Area: 396sq	Comm	536	Vacant Plot	565000	89600	Father	Inheritance	0	none

Click Print icon on Top-right corner and Select the Paper size as "Legal"

