

F.No. J-11015(13)/1/2017-WPC/ 1569-91  
भारत सरकार/Government of India  
केंद्रीय जल आयोग/Central Water Commission  
कार्य योजना सेल/Work Plan Cell

\*\*\*\*\*

Room No. 304 (S), Sewa Bhawan  
R. K. Puram, New Delhi  
Email: wpcl@nic.in

Date: 19/12/2017

**Circular**

**Sub: Implementation of eHRMS in CWC – Submission of Annual Immovable Property Return - reg.**

Implementation of eHRMS is underway in Central Water Commission. APAR module of eHRMS has already gone live for the Group A CWES officers. Other modules such as Service Book, Leave, tour, transfer/posting etc., are under implementation.

It has been decided that submission of **Annual Immovable Property Return (AIPR) through eHRMS will be implemented for all the Group 'A' & 'B' Gazetted officers of CWC (except CSS, CSCS and CSSS cadre officials) this year onwards. The rest of the officers/staffs will submit the return offline.** All the Group 'A' & 'B' Gazetted officers of CWC are kindly requested to submit their Annual Immovable Property Return for the year ending 31<sup>st</sup> December, 2017, only through eHRMS from 01.01.2018. The last date for submission of AIPR is 31.01.2018. No manual submission will be accepted by the concerned Establishment sections. The AIPR submitted offline will be treated as non-submission and will be recorded accordingly. Screen shots showing the step by step procedure of AIPR submission is attached herewith as **Annexure** for reference.

Also, a video indicating the step by step procedure how to go about filling up and submitting the Annual Immovable Property Return is being uploaded on the eHRMS website which may kindly be gone through before filling up the AIPR online.

In case of any queries/clarifications on the Employee Registration, the following helpdesk numbers may be contacted or email may be sent to [ehrmshelpdesk@gmail.com](mailto:ehrmshelpdesk@gmail.com) :



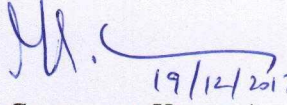
Helpline Number:	<b>011-29583246, 011-29583249</b>
Mobile Number:	9582234752/9205431193/9555724432
BPL No. (for CWC(HQ)):	3246 and 3249

In case of further queries/clarifications, if any, the following NIC officials may be contacted:

1. Hariom Mishra, NIC, Mobile No. 9457437183, 7860186186
2. Kumar Harsh Vardhan, NIC, Mobile No. 9990922299

This issues with the approval of the Chief Engineer (HRM), CWC.

Encl: As above

  
 19/12/2017  
 (M.S.Saravana Kumar)  
 Dy. Director

All the Group 'A' & 'B' Gazetted Officers of CWC (through CWC web site).

Copy for kind information to:

1. PPS to Chairman, CWC. New Delhi
2. PPS to Member(WP&P/D&R/RM), CWC, New Delhi
3. PS to CE (HRM), CWC, New Delhi.
4. All the Chief Engineers of CWC(HQ) and CWC Field Units
5. Advisor(ISO)/Joint Secretary (in situ), CWC, New Delhi



### **Steps involved in Submission of AIPR in eHRMS:**

1. Go to <http://ehrms.nic.in/> - Select “ehrms Registered State”, a drop down menu will be visible. (screen shot is given below):



## 2. Select “Ministry of Water Resources, River Development and Ganga Rejuvenation”

The screenshot shows the eHRMS Manav Sampada website in a web browser. The browser's address bar displays "ehrms.nic.in". The website's header features the "MANAV SAMPADA E-TOOL FOR HUMAN RESOURCE MANAGEMENT" logo and the Government of India emblem. Below the header, there is a navigation bar with links: Home, Skip to main content, Mobile APP for Android, Sitemap, and eHRMS Registered States. A dropdown menu for "State" is open, showing a list of states and union territories. The state "UTTAR PRADESH-उत्तर प्रदेश" is selected and highlighted in blue. Below the state list, there is a section titled "The Manav Sampada (Human Resource Management System) project of NIC has won the Skoch Smart Governance Award 2015 on 23rd September 2015." This section is divided into two columns. The left column, titled "Solution Provider:", lists the Ministry of Electronics and Information Technology, National Informatics Centre, and Government of India. The right column, titled "Other Important Links", lists links for eHRMS-Jharkhand, eHRMS-Brochure, eHRMS-Himachal Pradesh, eHRMS-FAQ, and eHRMS-Write Up. At the bottom of the page, there is a "Disclaimer" section stating that the content is published and managed by the Department of Personnel of the respective State Government, and the site is designed by NIC State Centre, Himachal Pradesh. Below the disclaimer, there is a "Browser Compatibility" section stating that the website is best viewed by Internet Explorer 10.x or higher versions, Mozilla Firefox 33.x or higher, Chrome 35.x or higher, or equivalent browser software. The browser's taskbar at the bottom shows various application icons and the system clock indicating 10:05 on 22/09/2017.

Home | Skip to main content | Mobile APP for Android | Sitemap | eHRMS Registered States | --Select State--

State | --Select State--

- ASSAM-অসম
- BIHAR-बिहार
- CHANDIGARH-चंडीगढ़
- DELHI-दिल्ली
- GOA-गोवा
- GIS HIMACHAL PRADESH-हिमाचल प्रदेश
- TA HRMS DEMO STATE-HRMS डेमो राज्य
- AP JHARKHAND-झारखंड
- AP MAHARASHTRA-महाराष्ट्र
- AP MINISTRY OF WATER RESOURCES ,RIVER DEVELOPMENT and GANGA REJUVENATION-जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय
- NO PUDUCHERRY-पुदुचेरी
- Req PUNJAB-पंजाब
- Me TELANGANA-तेलंगाना
- Chil UTTAR PRADESH-उत्तर प्रदेश
- UTTARAKHAND-उत्तराखंड

The Manav Sampada (Human Resource Management System) project of NIC has won the Skoch Smart Governance Award 2015 on 23rd September 2015.

**Solution Provider:** Powered by  
Ministry of Electronics and Information Technology  
National Informatics Centre  
Government of India

**Other Important Links**  
eHRMS-Jharkhand  
eHRMS-Brochure  
eHRMS-FAQ  
eHRMS-Himachal Pradesh  
eHRMS-Write Up

**Disclaimer:** Content on this website is published and managed by Department of Personnel of respective State Government.Site is designed by NIC State Centre, Himachal Pradesh. © Copyright 2015 NIC, Himachal Pradesh.All rights reserved.

**Browser Compatibility:** This website is best viewed by Internet Explorer 10.x or higher versions, Mozilla Firefox 33.x or higher, Chrome 35.x or higher, or equivalent browser software. If your browser is older, you may have trouble viewing many of our web site features properly. You can determine the version of your browser by choosing "Help" at the top of your browser window, then select "About" (your browser).

3. After selecting the above option, the screen will display address as <http://ehrms.nic.in/Home/Index/MW>

The screenshot displays the eHRMS (Manav Sampada) web application interface. The browser address bar shows the URL [ehrms.nic.in/Home/Index/MW](http://ehrms.nic.in/Home/Index/MW). The page features a green header with the "Manav Sampada" logo and navigation links for "English", "A+", "A", "A-", "Home", and "Login". Below the header, a red banner reads "Welcome to eHRMS- eTool for Human Resource Management System". The main content area is divided into three columns: "NoticeBoard", "Employee Related", and "Department Related". The "NoticeBoard" column includes a search bar and a table with columns "S.N.", "Department", "Order Date", and "Order Description( OrderNo/Year )". The "Employee Related" column lists links for "View Property Return", "View eService Book", "Search Orders", "Telephone Directory", "Send Feedback", and "Dashboard". The "Department Related" column lists links for "State Wise Data Entry Status", "View Transactions", "Vacancy Position Detail", "Downloadable Forms", "Help Line and Compliant", and "Recruitment - Apply Online". Below these columns, there are sections for "Notification" (with a dropdown menu) and "News". At the bottom, a footer bar contains the contact information "For any software related queries send your E-mail at : hrms-support@nic.in", the "Total Visitors : 45686", and a link to "Other Important Links:". The Windows taskbar at the bottom shows the system clock as 10:06 on 22/09/2017.

Manav Sampada

Welcome to eHRMS- eTool for Human Resource Management System

**NoticeBoard**

Search:  First Previous Next Last

S.N.	Department	Order Date	Order Description( OrderNo/Year )
Transactions Based Online Orders Will be Available Soon.			

**Employee Related**

- View Property Return
- View eService Book
- Search Orders
- Telephone Directory
- Send Feedback
- Dashboard

**Department Related**

- State Wise Data Entry Status
- View Transactions
- Vacancy Position Detail
- Downloadable Forms
- Help Line and Compliant
- Recruitment - Apply Online

**Notification** --Select Department--

**News**

For any software related queries send your E-mail at : hrms-support@nic.in Total Visitors : 45686

Other Important Links:

4. Click Login and enter your User Id, Password and Captcha Text:

The screenshot shows a web browser window with the URL `ehrms.nic.in/Home/Index/MW`. A modal login form is centered on the screen. The form includes the following fields and options:

- User Type:** Radio buttons for ☐ State Government and ☒ Ministry / Central Government.
- State:** A dropdown menu currently showing "MINISTRY OF WATER RESOURCES ,RIVER DEVELOPMENT and GANGA REJU".
- Login As:** A dropdown menu currently showing "HRMS Code".
- User Id:** A text input field with a user icon on the left.
- Password:** A text input field with a password icon on the left.
- Captcha Text:** A green box displaying the text "8 + 4 = ?" and a checkbox that is currently checked.

At the bottom of the modal are two buttons: a green "Login" button and a red "Forgot Password" button.

The background website features a header with "ehrms.nic.in" and "pada", a navigation bar with "Home" and "Login", and a sidebar with a "NoticeBoard" and a "Department Related" section containing links like "State Wise Data Entry Status", "View Transactions", "Vacancy Position Detail", "Downloadable Forms", "Help Line and Compliant", and "Recruitment - Apply Online". The footer includes contact information for software queries and a visitor count of 45686.

5. Then click General and then Upload Annual Immovable Property Return.

The screenshot shows the eHRMS portal interface. The browser tabs include 'Central Water Commission', 'e-HRMS\_Helpdesk.pdf', and 'Manav Sampada'. The address bar shows 'ehrms.nic.in/Home/ALog'. The page header features the Central Water Commission logo, the 'MANAV SAMPADA' banner, and a 'Logout' button. The user is logged in as 'M S SARAVANA KUMAR, DEPUTY DIRECTOR' with the role 'General User'. The department is 'CENTRAL WATER COMMISSION, MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT AND GANGA REJUVENATION'. The logged time is '17 Dec 2017 6:38:26 PM'. The 'General' menu is open, showing options like 'My Profile', 'Upload Annual Immovable Property Return', 'Upload APAR Detail', 'Receive Annual Property Return', 'Submit Your NOC Application', 'Verify Personal Modification Request', 'View Received AIPR', 'View and Submit Online Service Request', and 'View Employee Transfer-Promotion Request'. The 'Upload Annual Immovable Property Return' option is highlighted. The left sidebar contains various service book options like 'Notification For', 'Service Book', 'Online Orders', 'Leave & Tour', 'A.P.A.R.', 'Notice Board', 'Online Service Request Notification', 'Review Personal Modifications', and 'Activity Log'. The bottom status bar shows 'You have 0 new Message(s) in your Inbox', a 'Dashboard' button, and links for 'Online messages / HRMS Grievance / FAQ'.

6. Then click Immovable Assets: Please go through the pop up window carefully before starting.

The screenshot displays the eHRMS portal interface. At the top, a browser window shows the URL `ehrms.nic.in/MyProfile/EmployeeProfile/EmpPropertyDetail`. A red arrow points to a pop-up message box that reads: "ehrms.nic.in says: No need to fill the details of property which were already submitted in previous years. To see the already filled details, please click view before starting adding of property." The main content area shows the user's profile for "HARSH TEST, ASSISTANT DIRECTOR" in the "CENTRAL WATER" department. The "Immovable Assets" section is active, displaying a "Submit Annual Property Return for the year ending 2011" form with a "VIEW" button. A note below the form states: "Note: After Pressing the View button a PDF file will be generated, keep the pdf file open and press Submit button. You are requested to Submit the APR of current year and previous year only". The bottom navigation bar includes links for "Dashboard", "Online messages / HRMS Grievance / Representation", and "Leave Dashboard". A notification at the bottom left indicates "You have 0 new Message(s) in your Inbox". The system clock at the bottom right shows "3:16 PM 12/19/2017".



7. Then the following page will appear: Then select year.

Central Water Commission - x Central Water Commission - x e-HRMS\_Helpdesk.pdf x Manav Sampada x Person 1

ehrms.nic.in/MyProfile/EmployeeProfile/EmpPropertyDetail

**Immovable Assets** **Liquid Assets** **Movable Assets** **Provident Fund and Life Insurance** **Debts & Other Liabilities**

Submit Annual Property Return for the year ending 2011

Note: After Pressing the View button a PDF file will be generated. Click on the pdf file open and press Submit button. You are requested to Submit the APR of current year and previous year.

**EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES**

**Add Property**

**STATEMENT OF THE IMMOVABLE PROPERTY (i.e. LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)**

Name of district , sub - Division , Taluk and Village in which property is located *	
Name and details of property-housing , lands and other buildings *	
Cost of Construction / acquirement including land in case of House *	
Year of Purchase	
*Present Value in Rs. *	
If not in own name state in whose name held and his/her relationship to the government servant *	
How acquired , whether by purchase,lease ,mortgage, inheritance gift or otherwise , with date of acquisition and name with detail of person from whom acquired *	
Annual Income from the property *	
Remarks	

You have 0 new Message(s) in your Inbox

↑

8. Then Annual Immovable Property Return may be submitted as follows:

**A. For those officers whose property is “Nil”:**

Step 1: Click View. Then the AIPR proforma in pdf will appear as shown below and then close it:

The screenshot shows a web browser window displaying the AIPR proforma form. The form is titled "PropertyDetailsReport" and is for the "CENTRAL WATER COMMISSION, MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT and GANGA REJUVENATION". The form is for the "Statement Of Immovable Property as on 31st December 2013".

The form includes the following sections:

- Name Of Officer:** [Blank]
- Service to which officer belongs:** [Blank]
- Present post held:** [Blank]
- Present Pay:** [Blank]

**Form-1 (Statement of the Immovable Property i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)**

Sr.No.	Name of Division, Taluk and Village in which property is located	Name and details of property- housing, lands and other buildings	Cost of Construction / Acquisition including land in case of House	Year of Purchase	*Present Value in Rs.	If not in own name state in whose name held and his/her relationship to the government servant	How acquired, whether by purchase, lease** , mortgage, inheritance gift or otherwise, with date of acquisition and name with detail of person from whom acquired	Annual Income from the property	Remarks
[Blank]									

**Note:**

- 1) \*In case it is not possible to assess the value accurately, the approximate value in relation to present condition may be indicated.
- 2) \*\*Include short term lease also.
- 3) The wording "no change" or "no addition" or "as in previous year" should be avoided and full details to be provided.

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NIC-HP

**Annual Income from the property :-** [Blank]

**Remarks**  
[Blank]

Specify reason in case of cancel the property



Step 2: Then for submission of “Nil” report, click Get OTP for AIPR Submission:

Central Water Commission - X Central Water Commission - X e-HRMS\_Helpdesk.pdf X Manav Sampada X Person 1 X

ehrms.nic.in/MyProfile/EmployeeProfile/EmpPropertyDetail

English Logout

**MANAV SAMPADA**

Department Of : CENTRAL WATER COMMISSION , MINISTRY OF WATER RESOURCES , RIVER DEVELOPMENT AND GANGA REJUVENATION

Logged As : ( HRMS Code -158 ) -->> M S SARAVANA KUMAR , DEPUTY DIRECTOR Role : General User  
Posted At : WORK PLAN CELL Logged Time : 17 Dec 2017 6:58:07 PM

Home Tour Management Leave Management General

☒ Immovable Assets ☐ Liquid Assets ☐ Movable Assets ☐ Provident Fund and Life Insurance ☐ Debts & Other Liabilities

Submit Annual Property Return for the year ending 2011

VIEW GET OTP FOR APR SUBMISSION

**Note:** After Pressing the View button a PDF file will be generated, keep the pdf file open and press Submit button. You are requested to Submit the APR of current year and previous year only

**EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES**

☒ Add Property ☐ View/Cancel Property

--Select Form Name Dashboard Online messages / HRMS Grievance / Representation FAQ

You have 0 new Message(s) in your Inbox

Step 3: Then enter the OTP received in your mobile and then click Submit AIPR.

Central Water Commission - x Central Water Commission - x e-HRMS\_Helpdesk.pdf x Manav Sampada x Person 1

ehrms.nic.in/MyProfile/EmployeeProfile/EmpPropertyDetail

Tour Management | Leave Management | General

Immovable Assets | Liquid Assets | Movable Assets | Provident Fund and Life

**HELP DESK**

**CENTRAL WATER COMMISSION**  
**MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT and GANGA REJUVENATION**

**Statement Of Immovable Property as on 31st December 2011**

Name Of Officer: 158-> M S SARAVANA KUMAR Present post held: DEPUTY DIRECTOR, WORK PLAN CELL  
Service to which officer belongs: Present Pay:

**Form-1 (Statement of the Immovable Property i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)**

Sr.No.	Name of district, sub-Division, Taluk and Village in which property is located	Name and details of property-housing, lands and other buildings	Cost of Construction / acquisition including land in case of House	Year of Purchase	*Present Value in Rs.	If not in own name state in whose name held and his/her relationship to the government servant	How acquired, whether by purchase, lease, mortgage, inheritance gift or otherwise, with date of acquisition and name with detail of person from whom acquired	Annual Income from the property	Remarks
1	Test	test			0			0	sdf
2	Test	test		17 Dec 2017	0			0	afd

Signature:  
Name Of Officer: 158-> M S SARAVANA KUMAR  
Designation: DEPUTY DIRECTOR

Enter OTP for Submitting APR for the Year : 2011

You have 0 new Message(s) in your Inbox

Annual Income from the property \* 0  
Nil



## B. For those officers with single property:

Step 1: All the mandatory fields may be filled, then click Add Immovable Property.

**Add Property**

**STATEMENT OF THE IMMOVABLE PROPERTY (i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)**

Name of district , sub - Division , Taluk and Village in which property is located *	Test
Name and details of property-housing , lands and other buildings *	Test
Cost of Construction / acquirement including land in case of House *	4425
Year of Purchase	12/12/2017
*Present Value in Rs. *	22411
If not in own name state in whose name held and his/her relationship to the government servant *	ghdg
How acquired , whether by purchase,lease ,mortgage, inheritance gift or otherwise , with date of acquisition and name with detail of person from whom acquired *	dhgf
Annual Income from the property *	0
Remarks	Nil
Reason For Cancellation(e.g Sale of Property, Gift to Others)	Specify reason in case of cancel the property
Phone Number (with STD Code)	Specify Phone Number
Mobile Number (Don't Prefix '0' or '+91')	Specify Mobile Number
e-mail Address	Specify e-mail
Permanent Phone Number(With STD Code)	Specify Phone Number

**ADD IMMOVABLE PROPERTY**

**Note:**

- 1) \*In case it is not possible to assess the value accurately, the approximate value in relation to present condition
- 2) \*\*Include short term lease also.
- 3) The wording "no change" or "no addition" or "as in previous year" should be avoided and full details to be provided

You have 0 new Message(s) in your Inbox

Step 2: Then Click View. Then all the filled property details as per the AIPR proforma in pdf will appear as shown below and then close it:

**MANAV SAMPADA**

**CENTRAL WATER COMMISSION**  
**MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT and GANGA REJUVENATION**

**Statement Of Immovable Property as on 31st December 2017**

Name Of Officer: 1957-> TEST THREE Present post held: DIRECTOR, SECTION-ESTT III  
Service to which officer belongs: Central Civil Service Present Pay: 1234

**Form-1 (Statement of the Immovable Property i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)**

Sr.No.	Name of district, sub-Division, Taluk and Village in which property is located	Name and details of property: housing, lands and other buildings	Cost of Construction / acquisition including land in case of House	Year of Purchase	*Present Value in Rs.	If not in own name state in whose name held and his/her relationship to the government servant	How acquired, whether by purchase, lease** or otherwise, with date of acquisition and name with detail of person from whom acquired	Annual Income from the property	Remarks
1	NA	NA		01 Dec 2017	0			1	

Signature:  
Name Of Officer: 1957-> TEST THREE  
Designation: DIRECTOR

Note:  
1) "In case it is not possible to assess the value accurately, the approximate value in relation to present condition may be indicated.  
2) \*\*Include short term lease also.  
3) The wording "no change" or "no addition" or "as in previous year" should be avoided and full details to be provided.

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Step 3: Then for submission click [Get OTP for APIR Submission](#):



The screenshot displays the eHRMS portal interface. The browser's address bar shows the URL `ehrms.nic.in/MyProfile/EmployeeProfile/EmpPropertyDetail`. The page header includes the Central Water Commission logo, the text "MANAV SAMPADA", and a "Logout" button. The user is logged in as "M S SARAVANA KUMAR, DEPUTY DIRECTOR" with the role "General User". The page shows the "Submit Annual Property Return for the year ending" section, with a dropdown menu set to "2011". Below this, there are buttons for "VIEW" and "GET OTP FOR APR SUBMISSION". A note states: "Note: After Pressing the View button a PDF file will be generated, keep the pdf file open and press Submit button. You are requested to Submit the APR of current year and previous year only". The page also features a section for "EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES" with buttons for "Add Property" and "View/Cancel Property". At the bottom, there is a navigation bar with links for "Dashboard", "Online messages / HRMS Grievance / Representation", and "FAQ". A small notification box in the bottom left corner indicates "You have 0 new Message(s) in your Inbox".

Central Water Commission - x Central Water Commission - x e-HRMS\_Helpdesk.pdf x Manav Sampada x Person 1

ehrms.nic.in/MyProfile/EmployeeProfile/EmpPropertyDetail

English Logout

Department Of : CENTRAL WATER COMMISSION , MINISTRY OF WATER RESOURCES , RIVER DEVELOPMENT AND GANGA REJUVENATION

Logged As : ( HRMS Code -158 ) --> M S SARAVANA KUMAR , DEPUTY DIRECTOR Role : General User

Posted At : WORK PLAN CELL Logged Time : 17 Dec 2017 6:58:07 PM

Tour Management Leave Management General

Immovable Assets Liquid Assets Movable Assets Provident Fund and Life Insurance Debts & Other Liabilities

Submit Annual Property Return for the year ending 2011

VIEW GET OTP FOR APR SUBMISSION

Note: After Pressing the View button a PDF file will be generated, keep the pdf file open and press Submit button. You are requested to Submit the APR of current year and previous year only

EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES

Add Property

View/Cancel Property

--Select Form Name Dashboard Online messages / HRMS Grievance / Representation FAQ

You have 0 new Message(s) in your Inbox

Step 3: Then enter the OTP received in your mobile and then click Submit AIPR.

Central Water Commission - x Central Water Commission - x e-HRMS\_Helpdesk.pdf x Manav Sampada x Person 1

ehrms.nic.in/MyProfile/EmployeeProfile/EmpPropertyDetail

Tour Management Leave Management General

Immovable Assets Liquid Assets Movable Assets Provident Fund and Life

**HELP DESK**

**CENTRAL WATER COMMISSION**  
**MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT and GANGA REJUVENATION**

**Statement Of Immovable Property as on 31st December 2011**

Name Of Officer: 158-> M S SARAVANA KUMAR Present post held: DEPUTY DIRECTOR, WORK PLAN CELL  
Service to which officer belongs: Present Pay:

**Form-1 (Statement of the Immovable Property i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)**

Sr.No.	Name of district, sub-Division Taluk and Village in which property is located	Name and details of property-housing, lands and other buildings	Cost of Construction / acquisition including land in case of House	Year of Purchase	*Present Value in Rs.	If not in own name state in whose name held and his/her relationship to the government servant	How acquired, whether by purchase, lease, mortgage, inheritance gift or otherwise, with date of acquisition and name with detail of person from whom acquired	Annual Income from the property	Remarks
1	Test	test			0			0	sdf
2	Test	test		17 Dec 2017	0			0	afd

Signature:  
Name Of Officer: 158-> M S SARAVANA KUMAR  
Designation: DEPUTY DIRECTOR

Enter OTP for Submitting APR for the Year : 2011

Close Submit APR

You have 0 new Message(s) in your Inbox

Annual Income from the property \*

↑

### C. For those officers with more than one property:

Step 1: All the mandatory fields may be filled, then click Add Immovable Property.

**Central Water Commission - x Central Water Commission - x e-HRMS\_Helpdesk.pdf x Manav Sampada x** Person 1

← → C ehrms.nic.in/MyProfile/EmployeeProfile/EmpPropertyDetail

**• Add Property**

**STATEMENT OF THE IMMOVABLE PROPERTY (i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)**

Name of district , sub - Division , Taluk and Village in which property is located \* Test

Name and details of property-housing , lands and other buildings \* Test

Cost of Construction / acquirement including land in case of House \* 4425

Year of Purchase 12/12/2017

\* Present Value in Rs. \* 22411

If not in own name state in whose name held and his/her relationship to the government servant \* ghdg

How acquired , whether by purchase, lease , mortgage, inheritance gift or otherwise , with date of acquisition and name with detail of person from whom acquired \* dhgf

Annual Income from the property \* 0

Remarks Nil

Reason For Cancellation(e.g Sale of Property, Gift to Others) Specify reason in case of cancel the property

Phone Number (with STD Code) Specify Phone Number

Mobile Number (Don't Prefix '0' or '+91') Specify Mobile Number

e-mail Address Specify e-mail

Permanent Phone Number(With STD Code) Specify Phone Number

**ADD IMMOVABLE PROPERTY**

Note:

- 1) \*In case it is not possible to assess the value accurately, the approximate value in relation to present condition
- 2) \*\*Include short term lease also.
- 3) The wording "no change" or "no addition" or "as in previous year" should be avoided and full details to be provided

You have 0 new Message(s) in your Inbox

↑

Step 2: Then to add next property click Add Property, then again fill all the mandatory fields and click Add Immovable Property. Repeat the process to add more properties.



The screenshot displays the e-HRMS portal interface. At the top, the browser address bar shows the URL `ehrms.nic.in/MyProfile/EmployeeProfile/EmpPropertyDetail`. The portal header includes the Central Water Commission logo, the text "MANAV SAMPADA", and user information: "English", "Logout", "Person 1", and "Logged Time : 17 Dec 2017 6:58:07 PM". The user is logged in as "M S SARAVANA KUMAR, DEPUTY DIRECTOR" with the role of "General User".

The main content area is titled "Department Of : CENTRAL WATER COMMISSION, MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT AND GANGA REJUVENATION". It features a "HELP DESK" sidebar and a navigation bar with "Tour Management", "Leave Management", and "General" links.

The "Submit Annual Property Return for the year ending" section shows a dropdown menu set to "2011". Below this are two buttons: "VIEW" and "GET OTP FOR APR SUBMISSION". A note states: "Note: After Pressing the View button a PDF file will be generated, keep the pdf file open and press Submit button. You are requested to Submit the APR of current year and previous year only".

The "EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES" section contains two buttons: "Add Property" and "View/Cancel Property".

The footer includes a "Select Form Name" dropdown, a "Dashboard" link, and a "FAQ" link. A notification box at the bottom left indicates "You have 0 new Message(s) in your Inbox".



Step 3: Then Click View. Then all the filled property details as per the AIPR proforma in pdf will appear as shown below and then close it:

ehms.nic.in/MyProfile/EmployeeProfile/EmpPropertyDetail

Logged As : ( HRMS Code -1957 / ) -->> TEST THREE , DIRECTOR

Posted At : SECTION-ESTT III

Logged Time : 19 Dec 2017 3:24:27 PM

Tour Management Leave Management General

**CENTRAL WATER COMMISSION**  
**MINISTRY OF WATER, RESOURCES, RIVER DEVELOPMENT and**  
**GANGA REJUVENATION**

**Statement Of Immovable Property as on 31st December 2011**

Name Of Officer: 1957-> TEST THREE Present post held: DIRECTOR, SECTION-ESTT III

Service to which officer belongs: Central Civil Service Present Pay: 1234

**Form-1 (Statement of the Immovable Property i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)**

Sr.No.	Name of district, sub-Division, Taluk and Village in which property is located	Name and details of property-housing, lands and other buildings	Cost of Construction / acquirement including land in case of House	Year of Purchase	*Present Value in Rs.	If not in own name state in whose name held and his/her relationship to the government servant	How acquired, whether by purchase, lease, mortgage, inheritance gift or otherwise, with date of acquisition and name with detail of person from whom acquired	Annual Income from the property	Remarks
1	TEST	TEST		05 Dec 2017	0			0	
2	TEST	TEST		11 Dec 2017	0			0	
3	NA	NA		01 Dec 2017	0			1	

Signature:  
Name Of Officer: 1957-> TEST THREE  
Designation: DIRECTOR

Note:  
1) "In case it is not possible to assess the value accurately, the approximate value in relation to present condition may be indicated.  
2) "Include short term lease also.  
3) The wording "no change" or "no addition" or "as in previous year" should be avoided and full details to be provided.

Printed On: 19 Dec, 2017 Page 1 of 1 NIC-HP

You have 0 new Message(s) in your Inbox

3:39 PM 12/19/2017

Step 4: After adding all the properties, then for submission click Get OTP for APIR Submission. Once submitted, then no more properties can be added for this year.

The screenshot displays the 'Manav Sampada' portal interface. At the top, the header includes the Central Water Commission logo, the text 'MANAV SAMPADA', and a 'Logout' button. Below the header, the user's login details are shown: 'Logged As : ( HRMS Code -158 ) --> M S SARAVANA KUMAR , DEPUTY DIRECTOR' and 'Role : General User'. The 'Posted At : WORK PLAN CELL' and 'Logged Time : 17 Dec 2017 6:58:07 PM' are also visible. A green navigation bar contains links for 'Tour Management', 'Leave Management', and 'General'. The main content area features a section titled 'Submit Annual Property Return for the year ending 2011'. This section includes radio buttons for 'Immovable Assets', 'Liquid Assets Insurance', 'Movable Assets', and 'Provident Fund and Life Debts & Other Liabilities'. Below these, there are 'VIEW' and 'GET OTP FOR APR SUBMISSION' buttons. A note states: 'Note: After Pressing the View button a PDF file will be generated, keep the pdf file open and press Submit button. You are requested to Submit the APR of current year and previous year only'. The bottom section, 'EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES', contains 'Add Property' and 'View/Cancel Property' buttons. A footer bar includes a 'Select Form Name' dropdown, 'Dashboard', 'Online messages / HRMS Grievance / Representation', and 'FAQ' links. A small notification box at the bottom left indicates 'You have 0 new Message(s) in your Inbox'.

Central Water Commission - x Central Water Commission - x e-HRMS\_Helpdesk.pdf x Manav Sampada x Person 1

ehrms.nic.in/MyProfile/EmployeeProfile/EmpPropertyDetail

English Logout

Department Of : CENTRAL WATER COMMISSION , MINISTRY OF WATER RESOURCES ,RIVER DEVELOPMENT AND GANGA REJUVENATION

Logged As : ( HRMS Code -158 ) --> M S SARAVANA KUMAR , DEPUTY DIRECTOR Role : General User

Posted At : WORK PLAN CELL Logged Time : 17 Dec 2017 6:58:07 PM

Tour Management Leave Management General

Immovable Assets Liquid Assets Insurance Movable Assets Provident Fund and Life Debts & Other Liabilities

Submit Annual Property Return for the year ending 2011

VIEW GET OTP FOR APR SUBMISSION

Note: After Pressing the View button a PDF file will be generated, keep the pdf file open and press Submit button. You are requested to Submit the APR of current year and previous year only

EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES

Add Property View/Cancel Property

--Select Form Name Dashboard Online messages / HRMS Grievance / Representation FAQ

You have 0 new Message(s) in your Inbox

Step 3: Then enter the OTP received in your mobile and then click Submit AIRP.

Welcome to eOffice Solr | Manav Sampada | ehms.nic.in/ReportSum | APR\_OfficeDetails\_Rpt | @gov.in

Not secure | ehms.nic.in/MyProfile/EmployeeProfile/EmpPropertyDetail

Logged As : ( HKMS Code :5288 ) --> HARSH TEST , ASSISTANT DIRECTOR | Role : Establishment Data Entry

Posted At : SECTION-ESTT III | Logged Time : 19 Dec 2017 3:48:57 PM

Employee Enrollment | Employee Service Book Detail | Pension Management | Transfer Promotion | Reports | Tour Management | Leave Management

General

Immovable Assets | Liquid Assets | Movable Assets | Provident Fund and Life Insurance | Debts & Other

PropertyDetailsReport 1 / 1

**CENTRAL WATER COMMISSION**  
**MINISTRY OF WATER RESOURCES ,RIVER DEVELOPMENT and GANGA REJUVENATION**

**Statement Of Immoveable Property as on 31st December 2015**

Name Of Officer: 5288-> HARSH TEST | Present post held: ASSISTANT DIRECTOR, SECTION-ESTT III

Service to which officer belongs: | Present Pay:

**Form-1 (Statement of the Immoveable Property i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)**

Sr.No.	Name of district , sub - Division , Taluk and Village in which property is located	Name and details of property- housing , lands and other buildings	Cost of Construction / acquirement including land in case of House	Year of Purchase	*Present Value in Rs.	If not in own name state in whose name held and his/her relationship to the government servant	How acquired , whether by purchase,lease** ,mortgage, inheritance gift or otherwise , with date of acquisition and name with detail of person from whom acquired	Annual Income from the property	Remarks
1	TEST	TEST		05 Dec 2017	0			0	
2	TEST	TEST		03 Dec 2017	0			0	

Signature: | Name Of Officer: 5288-> HARSH TEST | Designation: ASSISTANT DIRECTOR

Enter OTP for Submitting APR for the ending Year : 2015

You have 0 new Message(s) in your Inbox

3:55 PM 12/19/2017

Welcome to eOffice Solu x Manav Sampada x ehms.nic.in/ReportSum x APR\_OfficeDetails\_Rot x @gov.in

Not secure | ehms.nic.in/MyProfile/EmployeeProfile/EmpPropertyDetail

Logged AS : ( HKMS CODE -5288 ) --> HARSH TEST  
Posted At : SECTION-ESTT III

Employee Enrollment Employee Service General

ehms.nic.in says:  
You will not be able to add / modify any more property after final submission. Hence, please ensure to add all the property before final submission. Are you sure ?

OK Cancel

Role : Establishment Data Entry  
Logged Time : 19 Dec 2017 3:48:57 PM  
Tour Management Leave Management

Immovable Assets Liquid Assets Life Insurance Debts & Other

HELP DESK

Note: of current

submit the APR

--Sel

You have 0 new Message(s) in your Inbox

3:55 PM 12/19/2017

**CENTRAL WATER COMMISSION**  
MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT and GANGA REJUVENATION

**Statement Of Immovable Property as on 31st December 2015**

Name Of Officer: 5288-> HARSH TEST Present post held: ASSISTANT DIRECTOR, SECTION-ESTT III  
Service to which officer belongs: Present Pay:

**Form-1 (Statement of the Immovable Property i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)**

Sr.No.	Name of district, sub-Division, Taluk and Village in which property is located	Name and details of property-housing, lands and other buildings	Cost of Construction / acquirement including land in case of House	Year of Purchase	*Present Value in Rs.	If not in own name state in whose name held and his/her relationship to the government servant	How acquired, whether by purchase, lease** , mortgage, inheritance gift or otherwise, with date of acquisition and name with detail of person from whom acquired	Annual Income from the property	Remarks
1	TEST	TEST		05 Dec 2017	0			0	
2	TEST	TEST		03 Dec 2017	0			0	

Signature:  
Name Of Officer: 5288-> HARSH TEST  
Designation: ASSISTANT DIRECTOR

Enter OTP for Submitting APR for the ending Year : 2015 565962

Close Submit APR



9. Now your AIPR has been submitted successfully:

Welcome to eOffice Solu x Manav Sampada x ehms.nic.in/ReportSum x APR\_OfficeDetails\_Rpt x @gov.in

Not secure | ehms.nic.in/MyProfile/EmployeeProfile/EmpPropertyDetail

Logged As : ( HRMS Code : 5288 ) -> H...  
Posted At : SECTION-ESTT III

Employee Enrollment Employee Service  
General

ehms.nic.in says:  
Your Annual Immovable Property Return for the year ending 2015 has been submitted successfully to CWC(HQ)

OK

HELP DESK

Note: of curr

Immovable Assets Liquid Assets

Central Water Commission  
MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT and GANGA REJUVENATION  
Statement Of Immovable Property as on 31st December 2015

Name Of Officer: 5288-> HARSH TEST Present post held: ASSISTANT DIRECTOR, SECTION-ESTT III  
Service to which officer belongs: Present Pay:

Form-1 (Statement of the Immovable Property i.e LANDS, HOUSE, SHOPS AND OTHER BUILDING ETC.)

Sr.No.	Name of district, sub-Division, Taluk and Village in which property is located	Name and details of property-housing, lands and other buildings	Cost of Construction / Acquisition including land in case of House	Year of Purchase	*Present Value in Rs.	If not in own name state in whose name held and his/her relationship to the government servant	How acquired, whether by purchase, lease, mortgage, inheritance gift or otherwise, with date of acquisition and name with detail of person from whom acquired	Annual Income from the property	Remarks
1	TEST	TEST		05 Dec 2017	0			0	
2	TEST	TEST		03 Dec 2017	0			0	

Signature:  
Name Of Officer: 5288-> HARSH TEST  
Designation: ASSISTANT DIRECTOR

Enter OTP for Submitting APR for the ending Year : 2015 565962

Close Submit APR

You have 0 new Message(s) in your Inbox

3:56 PM 12/19/2017

10. To view the properties which were already added, click View/Cancel Property as shown below:

Logged AS : ( HRMS Code :1957 ) -->> TEST THREE, DIRECTOR  
Role : General User  
Posted At : SECTION-ESTT III  
Logged Time : 19 Dec 2017 3:24:27 PM

Tour Management Leave Management General

☒ Immovable Assets ☐ Liquid Assets ☐ Movable Assets ☐ Provident Fund and Life Insurance ☐ Debts & Other Liabilities

Submit Annual Property Return for the year ending 2011

**VIEW** **GET OTP FOR APR SUBMISSION**

**Note:** After Pressing the View button a PDF file will be generated, keep the pdf file open and press Submit button. You are requested to Submit the APR of current year and previous year only

**EMPLOYEE ANNUAL RETURN OF ASSETS AND LIABILITIES**

**Add Property**

**View/Cancel Property**

Action	Status	Name and details of property-housing , lands and other buildings	Entry Date	Property Value
<b>Edit</b>		NA	14/12/2017	0
<b>Edit</b>		TEST	19/12/2017	0
<b>Edit</b>		TEST	19/12/2017	0

--Select Form Name **Dashboard** **Online messages / HRMS Grievance / Representation** **Leave Dashboard**

You have 0 new Message(s) in your Inbox

3:40 PM 12/19/2017

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