



संघ राज्य प्रशासन, लद्दाख
सामान्य प्रशासन विभाग

THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH

GENERAL ADMINISTRATION
DEPARTMENT

F.No:-A/27/2021-SED SEC

ई-मेल/email: pstocomsecutl@gmail.com
gad.utladakh@ladakh.gov.in

यूटी सचिवालय, लेह /UT Secretariat, Leh,
Dated: -06.02.2023.

Subject:- Uploading/filing of Annual Property Returns (PRs) by the employees of the Administration of Union territory of Ladakh through online Property Returns System (PRS-Portal)-instructions thereof.

**Circular No.03-LA (GAD) of 2023,
Dated: - 06.02.2023.**

In terms of Circular No. 10-LA (GAD) of 2022 dated: - 31.12.2022, all the employees working under the Administration of Union territory of Ladakh were advised to file their property returns for the year 2022, **before 31st January, 2023.**

In order to streamline, ease out and simplify the process of filling of Annual Property Returns by making it employees friendly, the Administration of Union territory of Ladakh has launched an online portal (PRS-Portal) for uploading the Annual Property Returns by each and every employee, as mandated under the Rule 18(1)(ii) of the CCS (conduct) Rules, 1964.

The PRS-Portal is accessible on <https://ehrmsladakh.in>. The employees of the Administration of Union territory of Ladakh can register and upload their Annual Property Returns on the said portal, till **28th Febraury, 2023**, after which the facility will automatically get closed.

The employees who have already submitted their Annual Property Returns in physical form are also required to upload the same online on the PRS-Portal within the specified timeline.

Handwritten signature and date: 17/2/23

A step-wise procedure in this regard is explained in guidelines as **"Annexure-A"** to these circular instructions and also available on the PRS-Portal. The contact details of NIC Officials are also given on the PRS-Portal (<https://ehrmsladakh.in>) dashboard for assistance if any, required by employees in uploading their Annual Property Returns.

Further, all the Drawing & Disbursing Officers (DDOs) shall be responsible for verifying the registration data of employees on the PRS-Portal and they are accordingly enjoined upon to ensure verification of registration data of the employees and ensure cent percent uploading of Annual Property Returns by employees on the portal within the specified timelines.



(जाकिर हुसैन/Zakir Hussain) JKAS,

प्रशासन के उप सचिव/Deputy Secretary to the Administration.

Copy to the: -

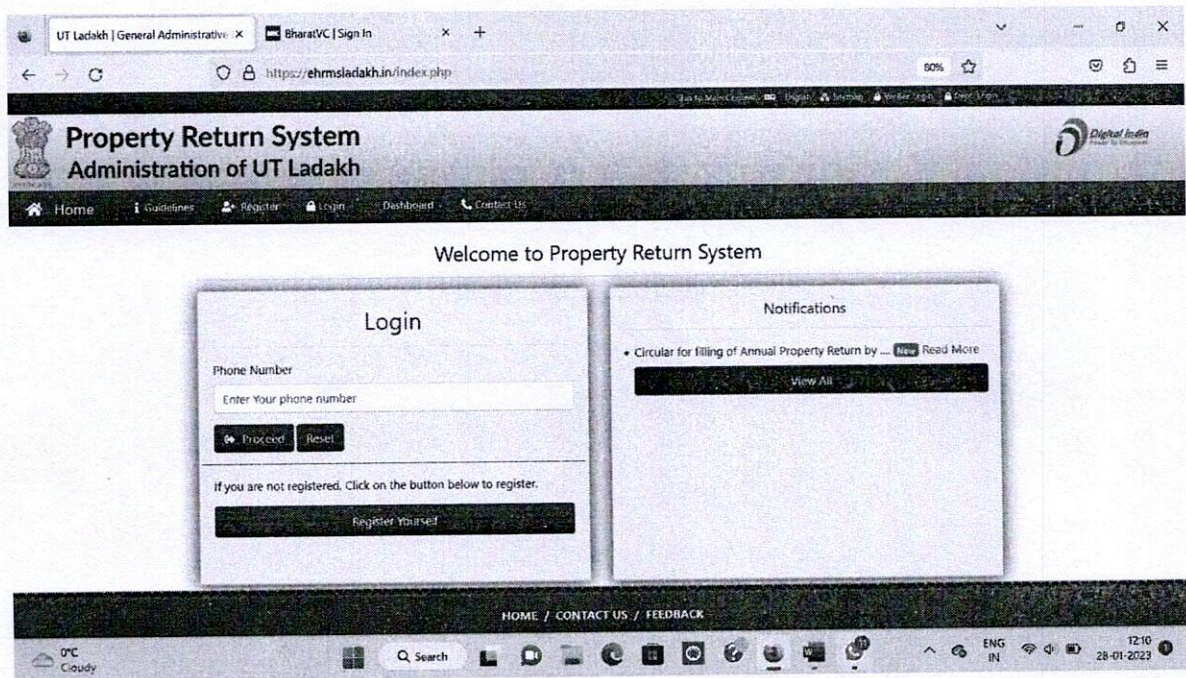
1. All Administrative Secretaries.
2. Additional Director General of Police.
3. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
4. Divisional Commissioner, Ladakh.
5. Secretary to Lieutenant Governor.
6. Deputy Commissioners/CEOs, LAHDC, Leh/Kargil.
7. All Heads of the Departments.
8. Joint Director, Information.
9. Technical Director, NIC, Leh.
10. All Drawing & Disbursing Officers.
11. Deputy Resident Commissioner, Ladakh at New Delhi.
12. OSD to Lieutenant Governor for information of the Hon'ble Lieutenant Governor.
13. Private Secretaries to Chief Executive Councillors, LAHDCs, Leh/Kargil for information of the Hon'ble CECs.
14. Pvt. Secretary to Advisor, Ladakh for information of the Advisor.
15. Superintendent, Archives, Archaeology & Museums.
16. Pvt. Secretary to Commissioner/Secretary, General Administration Department for information of the Commissioner Secretary.

ANNEXURE-A

PROPERTY RETURN SYSTEM - USER MANUAL

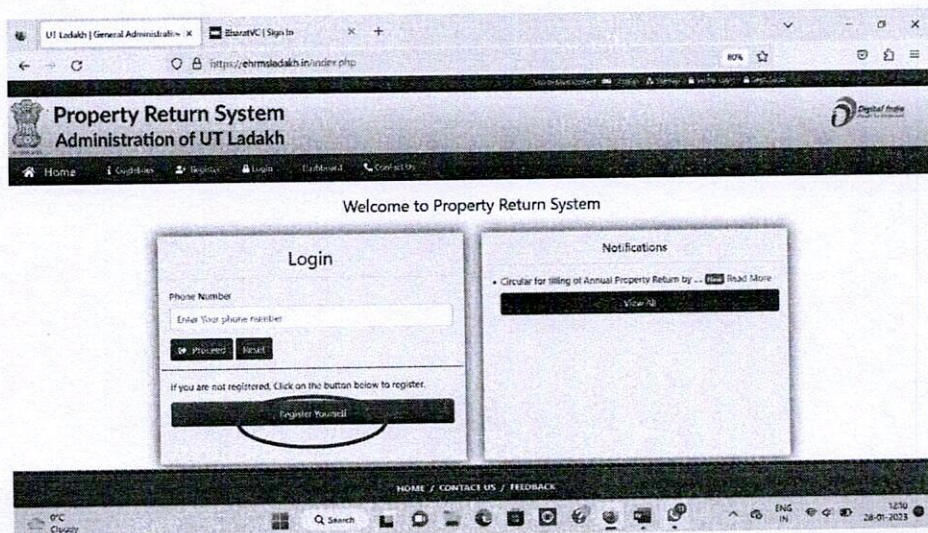
Step-by-Step User Guideline for using the Property Return System
<https://ehrmsladakh.in>

Open any web browser (Google Chrome / Mozilla Firefox / Internet Explorer/ other) and type the URL <https://ehrmsladakh.in>. The home page will open



Step-1

For the first time users, click on **Register Yourself** button to register on the portal.



Step-2

Enter your valid Mobile Number (10digit) and click on **Send OTP** button. The system generates and sends an OTP on your given mobile number.

Property Return System
Administration of UT Ladakh

Enter Your Mobile number to proceed with the registration.

Mobile No. *

9082108558

Send OTP

HOME / CONTACT US / FEEDBACK

Property Return System
Administration of UT Ladakh

Enter Your Mobile number to proceed with the registration.

Mobile No. *

9082108558

Send OTP *

Resend OTP

HOME / CONTACT US / FEEDBACK

If OTP is not received on your given mobile number, click on **Resend OTP** to re-send the OTP on your given number. Wait till the Re-send OTP button is enabled to click.

Step-3

Enter the OTP received on your given number and click on **Verify** button. You will see the message “OTP Verified Successfully”. Now click on the **Proceed** button to proceed further.

Property Return System
Administration of UT Ladakh

Enter Your Mobile number to proceed with the registration.

Mobile No. *

9082108558

OTP *

183964

Verify

Resend OTP

HOME / CONTACT US / FEEDBACK

Property Return System
Administration of UT Ladakh

OTP Verified Successfully.

Click the button below to continue with the registration.

Proceed

HOME / CONTACT US / FEEDBACK

Property Return System
Administration of UT Ladakh

OTP Verified Successfully.

Click the button below to continue with the registration.

Proceed

HOME / CONTACT US / FEEDBACK

Once your registration is successful an account is created for you on the portal with your login id and your registered mobile number.

Either you can continue by clicking on the **Proceed** button or you can log in later by clicking on the **Login** button on the menu.

Step-4

On this form, please fill the details like Name, e-mail id, date of birth, Gender and PFMS Code.

If you have Govt. e-mail id please click the **Yes** button and enters the Govt. Email id (eg. @ladakh.gov.in, @jk.gov.in, @gov.in, @nic.in).

If you don't have Govt. mail id, please click on **No** button and enter your private email id (e.g. @gmail.com, rediffmail.com, etc.)

Enter your Date of Birth(YYYY-MM-DD).

Select your gender by clicking on the radio button i.e. **Male** or **Female** or **Others**.

Then enter your Employee Code (PFMS Code). If you don't know or have the PFMS code, then contact your DDO/Accounts

section and get the PFMS code. Your PFMS code should look like (P*P119M93001)
Please ensure to fill in the correct name, date of birth, gender, and PFMS code. Check the filled/entered data for correctness before clicking on the **Register** button. Click on **Register** to submit.

UT Ladakh | General Administration

Home | About Us | Register | Login | Contact Us

Date Of Birth*
1990-01-01
Home User: If born before should be yyyy-mm-dd
Mobile User: If born after should be yyyy-mm-dd

Mobile No.*
9682108558

Gender*
☒ Male
 ☐ Female
 ☐ Others

Employee Code (PFMS)*
P*P119M93001
Mobile User: If born, your account ID is

☒ Active

Register **Cancel**

You will see the message "Registration Successful". Please note down your Registration id and Registered Mobile number.

You may continue by clicking on the **Login** button

UT Ladakh | General Administration

Home | About Us | Register | Login | Contact Us

Property Return System
Administration of UT Ladakh

Registration Successful

Dear: TestName Lastname, your registration is successful. Use your Mobile Number to login.

Registration id: tes2701080127202319
Mobile Number: 9682108558

Login

HOME / CONTACT US / FEEDBACK

Step-5

Login at <https://ehrmsladakh.in> portal with login id as your registered mobile number. Click on **Proceed** button and check the OTP send on your registered mobile number.

UT Ladakh | General Administration

Home | Login | Register | Dashboard | Contact Us

Property Return System
Administration of UT Ladakh

Welcome to Property Return System

Login

Phone Number
Enter your phone number
9682108558

Proceed **Cancel**

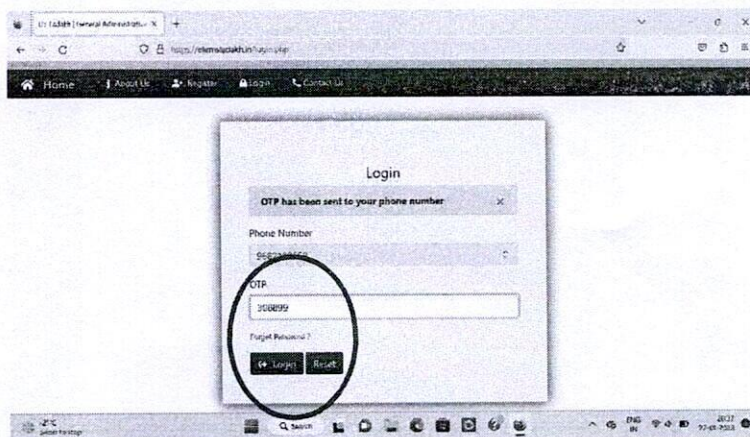
If you are not registered, Click on the button below to register

Notifications

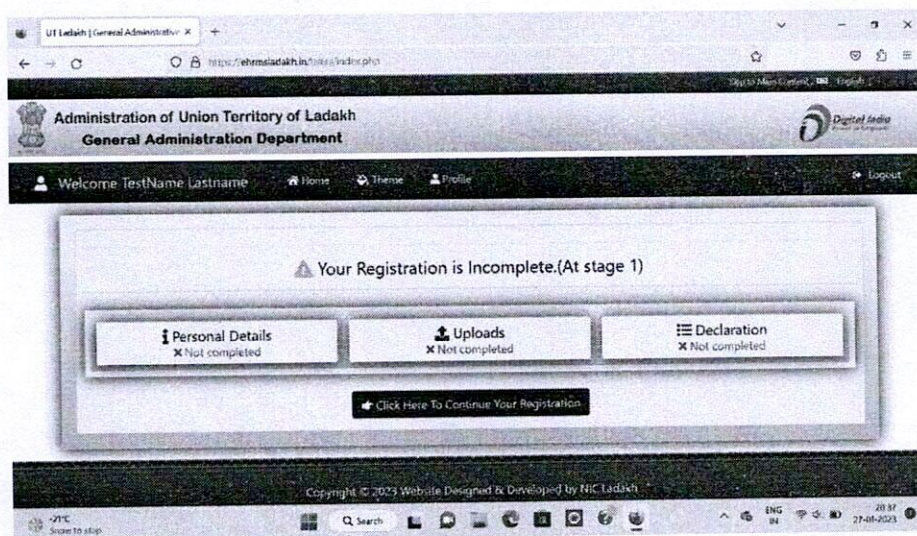
• Circular for filing of Annual Property Return by ... **Read More**

HOME / CONTACT US / FEEDBACK

Enter the OTP received on your registered mobile number and click on the **Login** button.



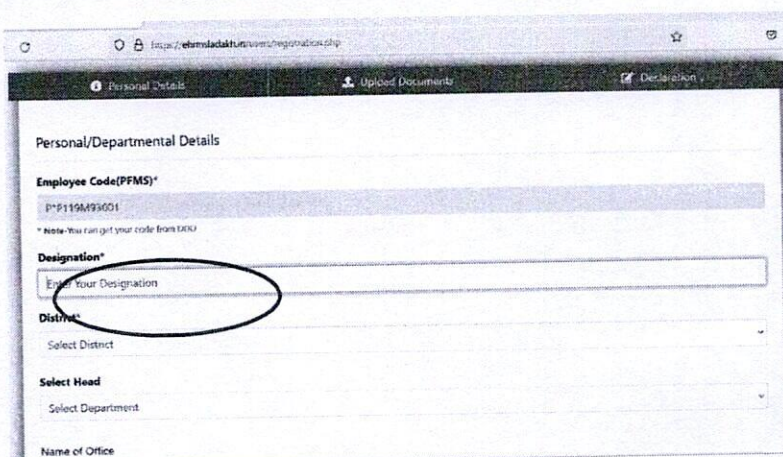
You will get the below window. Here you will see the status (Completed or Not completed) of **Personal Details**, **Uploads**, and **Declaration**. You have to complete all these three steps. Click on the **Click Here to Continue Your Registration** button



Step-6

By clicking on the **Click here to Continue your Registration** button you will get the below form for entering the personal / department details.

Enter your designation



Personal/Departmental Details

Employee Code(PFMS)*
 199915184232021
 * Please enter can get your name from 2020

Designation*
 Lecturer

District*
 Select District
 KARNATAKA
 KARNATAKA

Name of Office
 Select Office

Head Of Office
 Select Head of Office

Save Cancel

https://chymoladakh.in/users/registration.php

67%

Department

- Horticulture
- Youth service and sports
- Cooperative societies
- Animal Sheep and Fisheries
- Animal Husbandry
- Sheep Husbandry
- Fisheries
- Power Distribution
- Mechanical Engineering, Ladakh
- PHED/MLC Ladakh
- PWD/IRIGBY/PMGSY Ladakh
- Revenue Department, Loh
- Revenue Department, Kargil
- Resident Commissioners
- School Education Department**

School Education Department

Name of Office

Select Office

Head Of Office

Select Head of Office

Register Reset

The screenshot shows the 'Office' field with a dropdown arrow. The dropdown menu is open, displaying a list of schools. A red circle highlights the first three options: 'Chief Education Officer', 'Chief Education Officer (Anglo)', and 'D.C. Gen'. Below these, other schools are listed, including 'D.C. Kangli', 'Anglo Secondary School Kanan', 'Anglo Secondary School Kinyang', 'Anglo Secondary School Bona Leu', 'Anglo Secondary School Chukot Kibaki', 'Anglo Secondary School Diani', 'Anglo Secondary School Gili Yai', and 'Anglo Secondary School Kibaki'. At the bottom of the list is a 'Select Office' button. Below the dropdown menu, there is a 'Select Head of Office' field with a dropdown arrow, and at the very bottom, there are 'Cancel' and 'Save' buttons.

Select Head of Office from the list

After entering & clicking all the appropriate data, Click on the **Register** button to submit the entered/filled data.

On clicking the **Register** button you will see this window with the status of registration of Personal Details as Completed.

The next step is to upload the signed IPR file (PDF only). Click on the **Click Here To Continue Registration** button to go to the upload section.

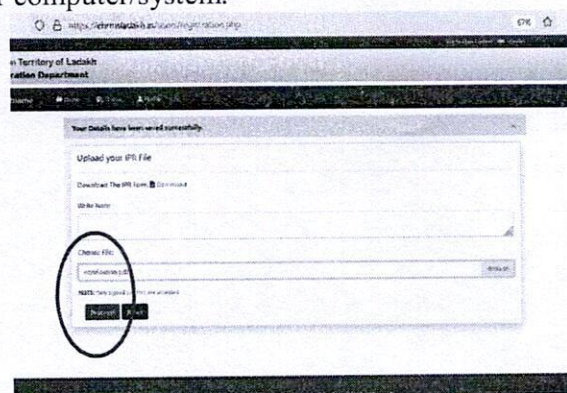
Step-7

The next step is to upload the completed and signed IMPR document (PDF format only). If you don't have the IMPR – Immovable/Movable Property Return format, please click on **Download** to download the format.

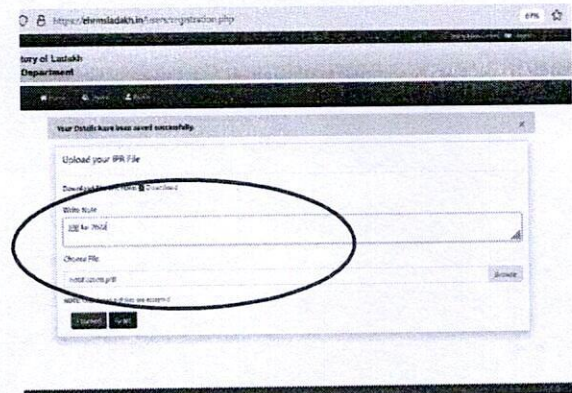
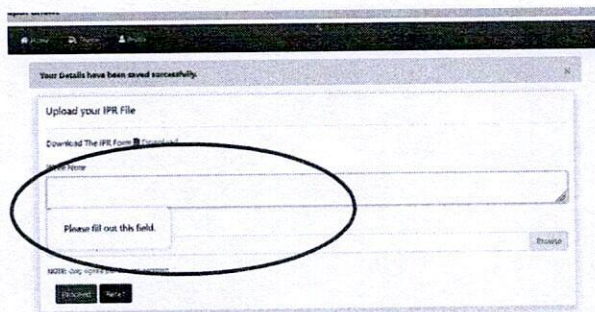
If you have the format -filled and signed copy in PDF format, click on the

Browse button to upload the pdf file from your computer/system.

You can see the file name which you have chosen to upload. Please ensure to select the correct file. If you are sure that you have selected the correct file, then click on **Upload** button to upload/submit



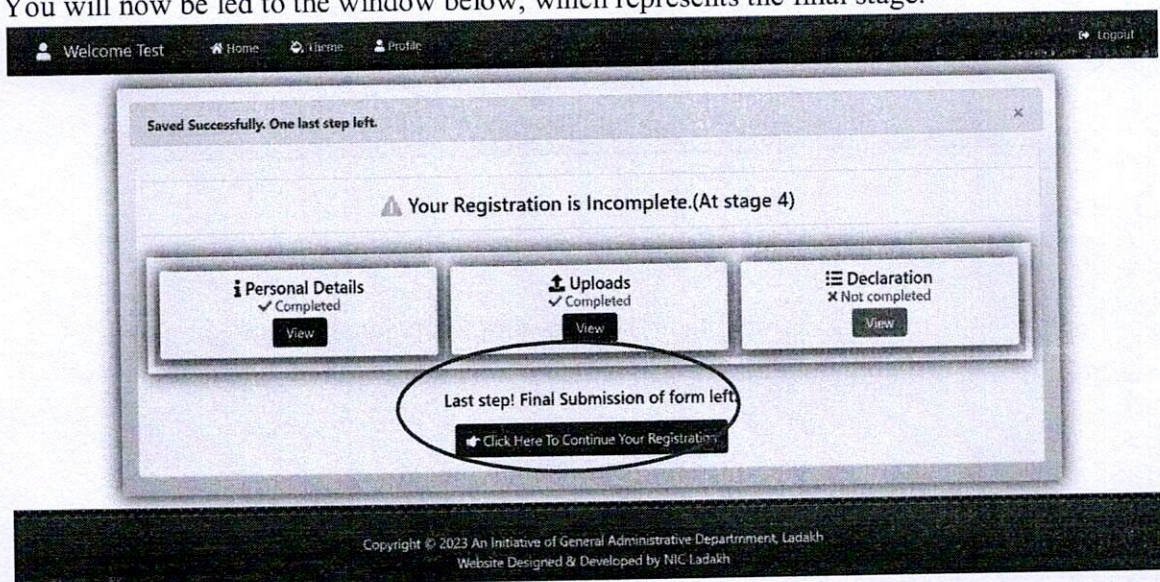
If you get the below message that means you have to enter note in the text box.



After entering the note and uploading your signed IPR file you need to click on proceed.

Step-8

You will now be led to the window below, which represents the final stage.



Click on the **Click Here To Continue Registration** button to go to the declaration section.

Step-9

You will be taken to the window shown below. Verify your **personal information, departmental information, and uploaded file**. If everything is accurate, check the declaration **checkbox**, and then click the **final submit** button. By selecting the **print** button, you can also print the form.

Personal Details / Departmental([View](#))

Personal Details*

Name* test DOB* 2009-01-28 Mobile Number*

Email test@mail

Departmental Details*

Designation Accountant Employee Code t*t123567890 District LEH

Department Secretariat Name of Office GAD Name of Office GAD

[Edit](#) [Next](#)

Uploads

Uploaded File

[View](#) [Download](#)

Declaration

☐ I hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, my application will be liable for cancellation.

* Candidates of other states/UTs who are registered in this portal are not eligible to register and such registration is liable to be cancelled.

[Print](#) [Final Submit](#)

Step-10

Finally you will be redirected to the below window with the message that your documents are under verification. You will then receive an SMS on your registered phone informing you of the progress of your form.

Administration of Union Territory of Ladakh
General Administration Department

Welcome Test Home Theme Profile Logout

✓ Registration Complete.
🕒 Your Documents are under verification.

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