1/18474/2024



संघ राज्य प्रशासन, लददाख

सामान्य प्रशासन विभाग

THE ADMINISTRATION OF UNION TERRITORY OF LADAKH GENERAL ADMINISTRATION DEPARTMENT

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

ई-मेल/email:

gad.utladakh@ladakh.gov.in

यूटी सचिवालय/UT Secretariat

लेह/Leh, Dated:-06/02/2024

Subject:

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.

Ref:-

Circular No. 03-LA(GAD) of 2023 dated 06.02.2023 issued by GAD,

Ladakh.

Circular No: 03-LA (GAD) of 2024

Dated: - 06-02-2024

In terms of Rule 18(1) (ii) of the CCS (Conduct) Rules, 1964, Government Servants are mandatory required to submit Annual Property Returns giving full particulars of assets held by them and their family members by indicating the reasons for the increase, if any, in the assets and source thereof.

In this connection, vide Circular No. 03-LA(GAD) of 2023 dated 06.02.2023, directions were issued to all employees to register on the PRS Portal and upload their annual property returns for the year 2022 online by February 28, 2023. DDOs were made responsible for verifying employee registration data and ensuring that all Annual Property Returns were uploaded within the specified timeline.

With a view to make the process of filing of property returns employee friendly, this year the UT Administration of Ladakh has updated the existing PRS-Portal wherein the employees are no longer need to upload the pdf of the property return filed by the employees on format prescribed in the earlier circular. A step-wise procedure in this regard is explained in guidelines as "Annexure-A" to these circular and also available on the PRS-Portal.

The PRS-Portal is accessible on https://ehrmsladakh.in. The employees of the Administration of Union territory of Ladakh (other than AIS/CCS and JKAS Officers) can register and upload their Annual Property Returns for the year 2023 (ending 31st December, 2023) on the said portal from 5th February 2024 and the facility shall automatically get closed on 29th February, 2024.

Jandee 1 06.02.24.

Non-submission of property returns by the employees shall invite action against them under the provisions of Prevention of Corruption Act, besides, shall result in denial of their Vigilance Clearance.

Further, all the Drawing & Disbursing Officers (DDOs) shall be responsible for verifying the registration date 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 the employees on the portal within the specified timelines.

By order of Administration of UT of Ladakh.

Sd/-(Michael M. D' Souza) IAS Administrative Secretary General Administration Department

Copy to the: -

- 1. All Administrative Secretaries, UT Secretariat, Ladakh.
- 2. Additional Director General of Police, Ladakh.
- 3. Joint Secretary (JKL), Ministry of Home Affairs, Government of India.
- 4. Deputy Commissioner/CEO, LAHDCs, Leh and Kargil.
- 5. All Directors/HODs/Chief Engineers/Registrar UoL, Ladakh.
- 6. Joint Director Information, Ladakh for wide dissemination in all mediums of information.
- 7. Director (IT), NIC, UT Ladakh for uploading on the UT website.
- 8. Private Secretary to Advisor to Hon'ble Lt. Governor for information of Advisor to Hon'ble Lieutenant Governor, Ladakh.

(Sandeep Singh), JKAS

Jandel 1 06.02.24.

Under Secretary

General Administration Department

Guideline

Steps to File Your IPR.

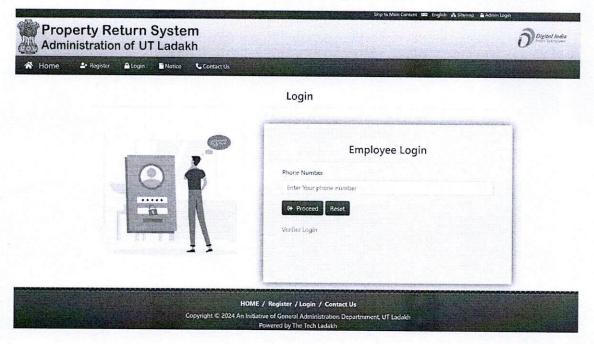
- 1. Visit https://ehrmsladakh.in/
- 2. Click on the Login Button.



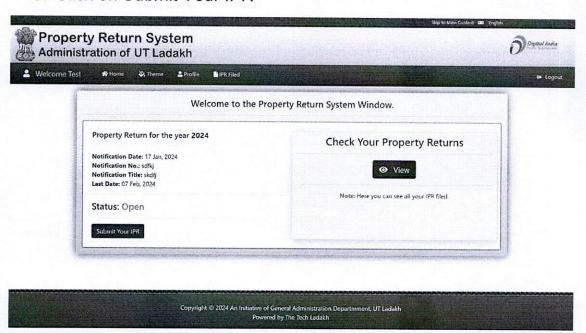
3. Click on Employee



4. Enter your phone number followed by your password or OTP.



5. Click on Submit Your IPR



6. Fill your Immovable Property First

Property Return for the year 2024

Notification No.: sdfkj Last Date:: 07 Feb, 2024

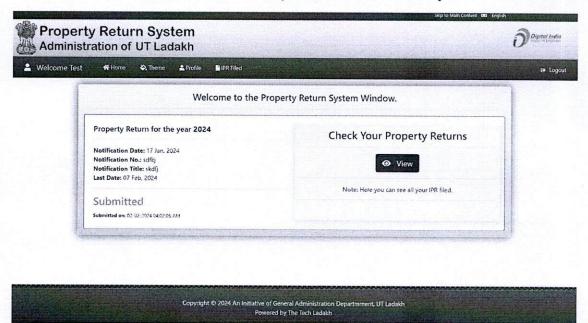
	Movable Marable	☑ Declaration
Immovable Property		
Property Category'		
Building, land, etc		
Address where the property is situated		
State *		
Enter the state		
District *		
District *		
District * Enter the district		
District * Enter the district Sub Division, Taluk & Village or City *		

7. If you have multiple properties, Click on Save and add more; if you want to move to the movable property, click Save and Next.



8. Make sure you review your filed property again before submitting it. Once submitted, you cannot make any changes.

9. You will see submitted once you have submitted your IPR.



Click on IPR Filed to see all your filed IPRs.

