# हावोद्ध्य विद्यालय समिति NAVODAYA VIDYALAYA SAMITI



जयपुर सम्भाग – (राजस्थान, हरियाणा एवं दिल्ली राज्य)

JAIPUR REGION - (RAJASTHAN, HARYANA & DELHI STATES) मानव संसाधन विकास मंत्रालय, विद्यालयी शिक्षा एवं साक्षरता विभाग का एक स्वायत्त संस्थान An Autonomous Organization of Ministry of H.R.D., Department of School Education & Literacy

### भारत सरकार / GOVT. OF INDIA

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-क्षेत्रीय कार्यालय-

18,संग्राम कॉलोनी, महावीर मार्ग, सी–स्कीम, जयपुर–302001 (राजस्थान)

-Regional Office-18, Sangram Colony, Mahaveer Marg, C-Scheme, Jaipur -302001 (Rajasthan)

Web Site:
[www.navodaya.gov.in] ]

**Urgent / Time Bound** 

Date: 29.01.2020

F.No.86-1/NVS-JR/online-APAR/2018-19/

To,

The Principal, All Jawahar Navodaya Vidyalaya, Under Jaipur Region.

Subject: Enabling online filling APAR and Property Declaration – regarding

Sir/Madam,

Sir/Madam,

In continuation of this office letter even no 2374 dated 05.12.2019, please find enclosed herewith the circular F.No.4-2/13-NVS(Admn.)/134 dated 28.01.2020 of NVS Hqrs regarding filling of online APAR and Property Declaration through <a href="https://iconnect.nvsonline.in">https://iconnect.nvsonline.in</a>. It is requested to kindly adhere to online mode of APAR and property declaration from the year ending 2019 (as on 01.01.2020).

All the employees may be directed to submit their Annual Immovable Property Return through online by 15.02.2020 during this year. However, from the next year this process will be required to be completed by 31st January every year. It may be noted that defaulting officials will not be granted vigilance clearance.

Yours faithfully,

(Ramjit)

Assistant Commissioner (Admn.)

Enclosed: Head Quarter Circular F.No.4-2/13-NVS(Admn.)/134 dated 28.01.2020. Copy to:

- 1. All Assistant Commissioners, NVS RO Jaipur for information and necessary action.
- 2. Shri Harish Jethani, Computer Operator, NVS RO Jaipur for upload the copy of the same letter on regional office website.

फैक्सः 0120-2405182 दूरभाषः 0120-2405180,84, 2405929 नवोदय विद्यालय समिति (मानव संसाधन विकास मंत्रालय का स्वायत संस्थान स्कूल शिक्षा एवं साक्षरता विभाग, भारत सरकार)

बी -15, इंस्टीट्यूशनल एरिया,

शेक्टर ६२, नोएडा

3090-201309



Fax: 0120-2405182
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NAVODAYA VIDYALAYA SAMITI

(An Autonomous Organization under Ministry of Human Resource Development, Department of School Education & Literacy)
Govt. of India B-15, Institutional Area, Sector-62, NOIDA Uttar Pradesh-201309

F.No. 4-2/13-NVS(Admn.)/ 134

Dated: 28.01.2020

TIME BOUND

To

The Deputy Commissioner Navodaya Vidyalaya Samiti All Regional offices/NLIs

Sub: Submission of Annual Immovable Property Return (AIPR) for the year ending 2019 (as on 01.01.2020) through online- reg.

Sir/Madam,

It has been decided to facilitate filing of Annual Immovable Property Return for the year ending 2019 onwards through online to the employees of Samiti, as already communicated.

- 2. Accordingly, the module enabling online filling of Annual Immovable Property Return for the year ending 2019 (as on 1.1.2020) has been made live today i.e. 28.01.2020 and is accessible through https://iconnect.nvsonline.in. Login ID of the individual will be Employee ID and password have already been shared. The User Manual for filing of the Property Return titled" AIPR USER MANUAL" is enclosed wherein flowchart of filing Annual Immovable Property Return in electronic environment is given.
- 3. The Property Return should contain particulars of all immovable property owned, acquired or inherited by the officer/ official or held by him/ her on lease or mortgage, either in his/her own name or in the name of any members of his/her family or in the name of any person dependent on government servant. Please ensure that after filling all details of the properties in the prescribed format online, it is to be downloaded, signed by concerned official and then again uploaded.
- 4. It is pertinent to mention that as per the instant instructions of DoP&T issued vide its OM No. 22-10/018-CS 1(APAR) dated 29.09.2011, "Vigilance Clearance shall be denied to an officer if he/she fails to submit his/her Annual Immovable Property Return of the previous year by 31st January of the following year".

Tem

Contd.....2/-

- All the employees may be directed to submit their Annual Immovable Property Return through online by 15.02.2020 during this year. However, from the next year this process will be required to be completed by 31st January every year. It may be noted that defaulting officials will not be granted vigilance clearance.
- For addressing the queries, if any, regarding implementation of online filing 6. Annual Immovable Property Return. kindly ithelpdesk.nvs@gmail.com. Arrangements have also been made to have a help desk by deploying personnel. Contact number of the help desk is 0120-2405969-73 (Extn. 2039) where you may call for the queries between 9.30 AM to 5.00 PM, on all working days upto 15.02.2020.
- Necessary directions be issued to all the Principals to ensure filing of AIPR of JNV staff in a time bound manner.

This issues with the approval of Competent Authority.

Yours faithfully

Deputy Commissioner (Admn.)

Encl: As above

### Copy to:-

1. CVO, NVS Hqrs. - for information

2. DC(Pers) - with a request to instruct the concerned official to upload the same on the website of the Samiti.

3. PA to Commissioner - for kind information.

4. Ms. Aparna Ramamurthy, Joint Director(DCIS), CDAC, Noida, UP - for information and necessary action please.

5. Consultant (E-III), NVS Hqrs. - with a request to kindly monitor filing of Annual Immovable Property Return of JNVs staff through Section Officer (Estt-III).

6. SO(Admn), NVS Hqrs. - with a request to kindly monitor filing of Annual

Immovable Property Return of Hqrs. staff on time.

7. All the Officers/officials of NVS Hqrs./Regional Office/NLIs/JNVs -for information and necessary action please.



# PERSONAL INFORMATION SYSTEM USER MANUAL Property Declaration January 2020

### CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

(A Scientific Society of Department of Information Technology, Ministry of Communications and Information Technology, Govt. of India)

C-56/1, Institutional Area, Sector - 62, NOIDA (UP) 201307 Tel.: +91 120 3063311-13 Fax: +91 120 3063317

Website: www.cdac.in

# AIPR User Manual V1.0



### **Record of Revisions**

The following is a list of revisions made to this document.

S.	Versio	Date	Pages	Prepared	Reviewed	Approve
No.	n		Affected	$\mathbf{B}\mathbf{y}$	By	d By
1.	1.0	21/6/2019	All	D.	Ms. Aparna	Mr. Rishi
				Gauthami	Ramamurth	Prakash
				Roja	у	



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AIPR Process	.8



### **Login Process**

In this process, **Admin Operator** has to enter the User ID & Password in the respective login screen. As shown below:-

**Step 1:-** Enter 'user Id' and 'Password' then click on 'Login' button after successful Login menu screen will appear.



**Login Form** 

### **Errors and exceptions in Login**

Your Login may fail due to any of the following:

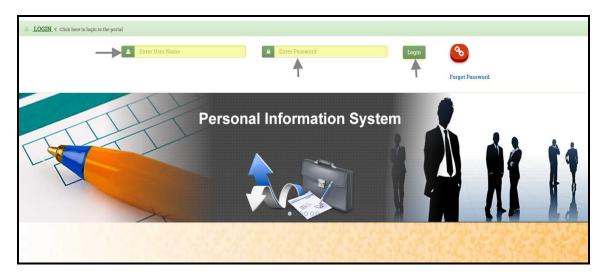
- Incorrect User Id or password
- User login expired
- Network / Server failure

In all cases of errors, the system will display relevant error message.



### • Incorrect Login name or password

The system will display Login Failed message:-



This error could occur because the user has entered the User Id /or password incorrectly.

### • User Login Expired

In the user management module, corresponding to every new user created, the expiry date for that user ID is stored. Upon reaching the expiry date, the user would not be able to login successfully.

### • Network / Server failure

In the case where your system is unable to establish a network connection with the designated server the system will display a message.

### Forgot Password:-

All the Users of Navodaya Vidyalaya Samiti (NVS) has been allotted user name and Password. User name is a name, which will enable the user to log on to the NVS-HFMS. The password is like a digital signature. It is very imperative that one should keep one's password a secret. Disclosing your password is like telling the secret code of a number lock to someone. Whenever a user saves a crucial record into the database, his user name is also attached to the record. At any given point later the System administrator can find out who saved the record into the database. So if someone knows your Password he will log on to the system using it and add anything into the database and you could be held responsible for it later. Never disclose your Password to anyone and do not keep your



name, family member's names or anything that can be guessed by people around you as Password

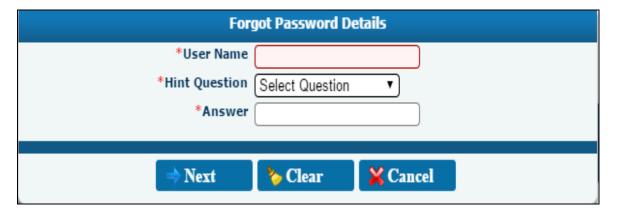
Note: - If forgot your password then follow following steps:-

### Step 1:- Click on 'Forgot Password'



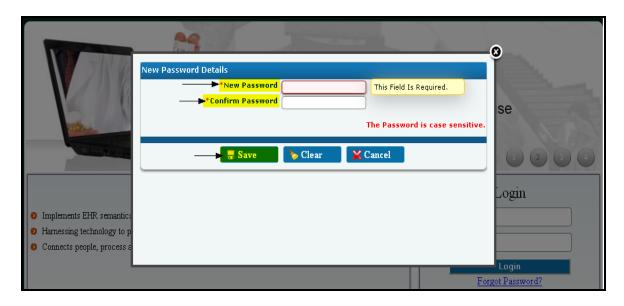
**Step 2**:- Enter **User Name**, select hint question from list box and answer the hint question.

Step 3:- Click on 'Next' button.



**Step 4**:- Enter new password and re enter password in confirm password field, then click on 'Save' to save the password.





After that you will get a message 'Your password has been changed'

### **Login Form**

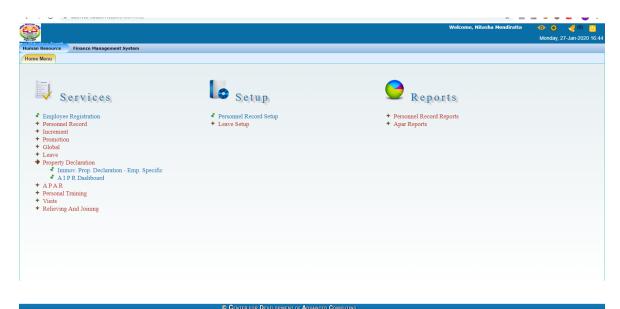
Step 1:- Enter 'User Id' and 'Password', and then click on 'Login' button





### **AIPR**

Path: Human Resource→Services→Property Declaration→Immov. Prop. Declaration Emp-Specific



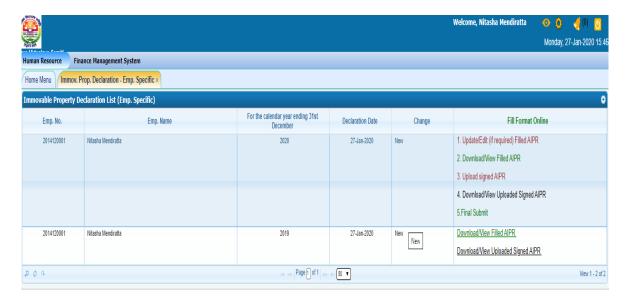
- ✓ Click on Property Declaration.
- ✓ Click on Immov. Prop. Declaration Emp-Specific.
- ✓ A new screen will appear.

### **Overview:**

In this section you will add your related property.

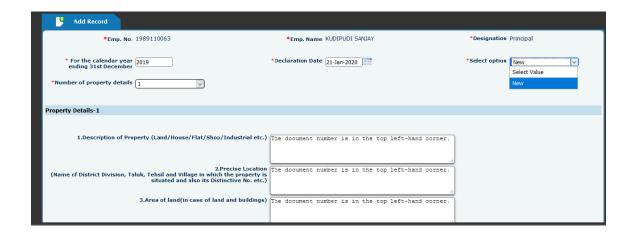
• This window will open to fill your AIPR.





### **Add Record**

- Click on Fill Format Online to fill a new property form
- You need to choose the year of declaration, declaration date and any changes.
- A new screen will open as shown below.

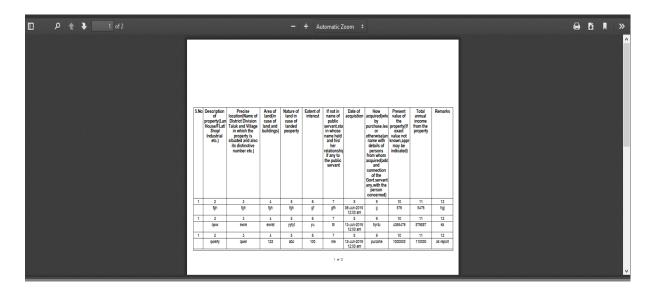




- After filling the form click on save to save the details.
- After saving the data will be shown in the grid as shown below.



- Here once you have filled the blank AIPR for any further changes you can click on **Update/Edit** in case any changes required.
- To view the filled AIPR click on **Download/View** Filled AIPR.





- To upload an existing document click on **Upload Signed AIPR** to upload a document.
- A new screen will open as shown below.



- Add the document by clicking on Attach.
- Click on **Download/View Uploaded Signed AIPR** to view uploaded form.
- Click on **Final Submit** to final submit the form.
- Your process of AIPR is complete.



### AIPR Dashboard

 Applied AIPR Process will be shown in the AIPR Dashboard Grid as shown below.



- Click on Download/View Filled AIPR to view final filled form.
- Click on Download/View Uploaded Signed AIPR to view final uploaded form.

## AIPR User Manual V1.0



# Navodaya Vidyalaya Samiti Immovable Property Declaration -Employee Specific Por the calendar year ending 21st December : 2019 Exp. No. : 201412001 Designation : Computer operator Present Pay Nevel : Lovid S.No Description | 17 \* c | x | Area of | Nature of | Extent or | Immovable property | Immo

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# AIPR User Manual V1.0



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