IPR/Asset Declaration Process

Getting Started Guide and User Manual

Steps to submit IPR

1. http://sso.rajasthan.gov.in
2. Provide user name, password and captcha
3. Go to Menu ≡
4. Click on My Information – HRMS
5. Click on Asset Declaration
6. Click on Declare Button
7. Add Assets
8. Fill up all the required Columns.
9. Save
10. Add asset, if more to be added.
11. Once all assets are added, Press Submit button to approve.
12. OTP will be received on your Aadhaar linked Mobile number, enter OTP & Submit.
13. Take out the Print Out of the submitted document, Sign it and Upload the document for future reference.

REVISION HISTORY			
Name	Date	Description	Version
Richa Chaturvedi	24/09/2020	Asset Declaration	V 1.0
REVIEW HISTORY			
Reviewer	Date	Reviewer Comments	Review Function

1. Asset Declaration Process:

To add new Asset click on Add button from below mentioned URL.

My Information → Asset Declaration
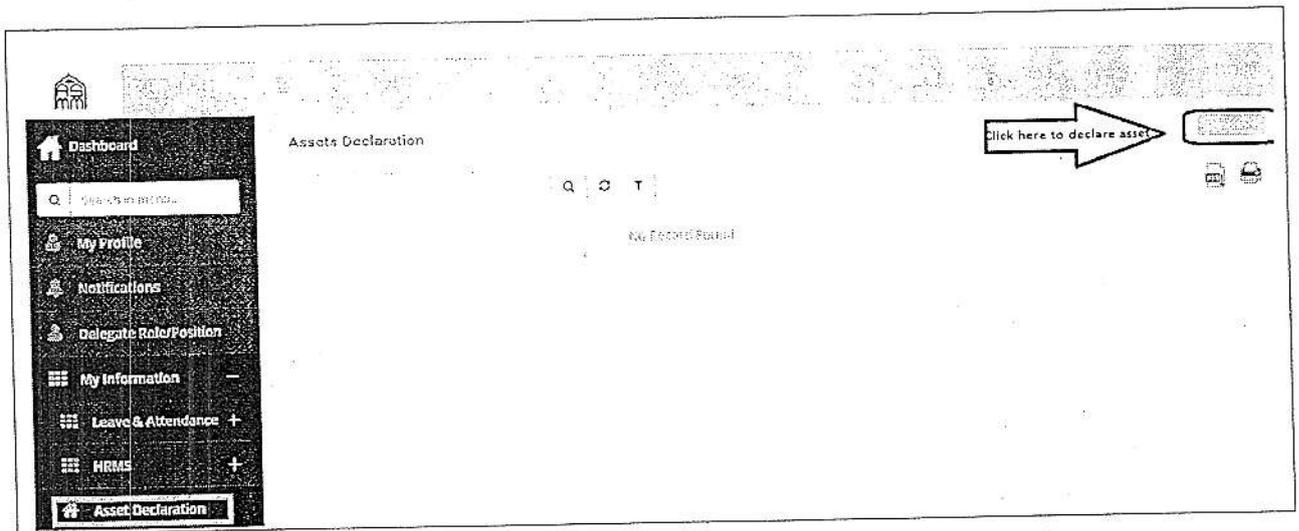
Declare Asset:- 1

After click on Declare button a form will get open where user can add asset or copy asset from previous declared asset. User can also declare Nil asset.
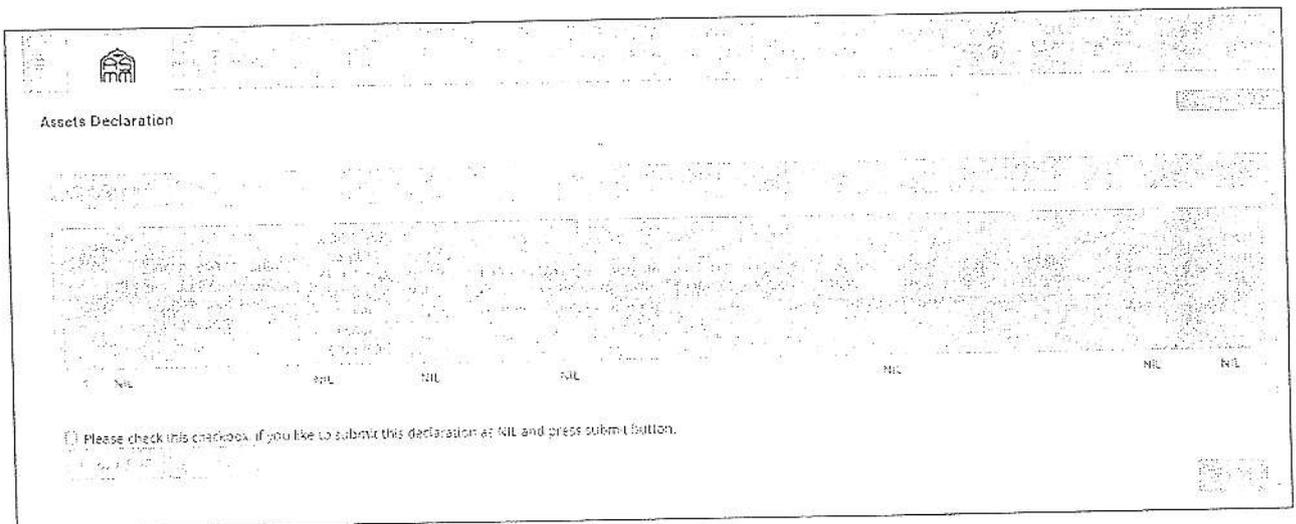
Add Asset: - 2

On click of add asset a popup will open where employee will enter following details.

For Calendar Year 2020 as on 1-Jan-2021

Name of District, Sub-division, Taluka and village in which property is situated	Name and details of properties Housing and Land other building *
	--Select One-- ⌄
Property Details	Present Value ₹*
Owner Type *	
--Select One-- ⌄	
How acquired, whether by purchase, lease or mortage, inheritance, gift *	
--Select One-- ⌄	
Date of acquisition	
Details of Acquisition (From Whom Acquired) *	
Annual Income from Property	
Remarks	

Asset Detail:- 3

User can copy asset from previous declared asset and after copying asset user can add/edit/delete details.

User can mark on NIL check box to declare NIL asset.

Copy Assets ✕

Copy Assets Declaration

Copy From Calendar Year *	Declare For Calendar Year *
--Select One-- ⌄	-Select- ⌄

Copy Asset: - 4

User has to upload signed copy of asset declaration after which declaration will be considered as submitted.
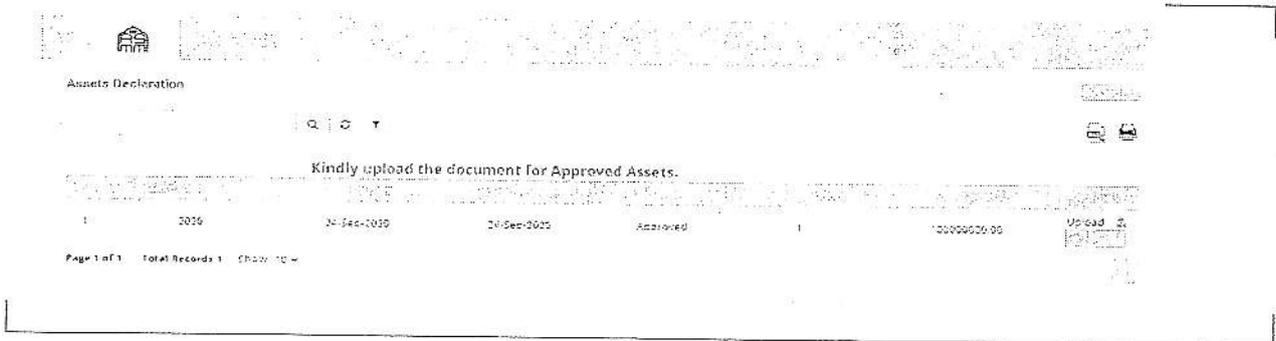
Asset Declaration List Mode:- 5

After uploading signed copy of asset declaration report.
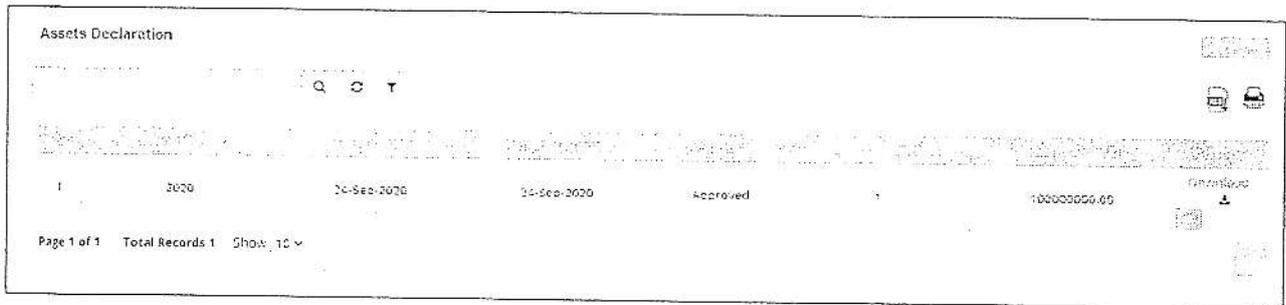
Asset Declaration after document upload: - 6

STATEMENT DECLARATION OF IMMOVABLE PROPERTY OF
FIRST APPOINTMENT FOR THE YEAR 2020
(DECLARED AS ON 1ST JANUARY 2021)

Employee Name : Mr AZIMUDDIN KHAN

Employee Enrollment No. : 25863

Designation : Additional Director

Date of Birth : 31-Mar-1968

Location : Head Office

Pay Scale / Band :

Name of District, Sub-division, Taluka and village in which property is situated.	Name and details of properties Housing and Land other building	Present Value	If not in own name, state in whose name held and his/her relationship to the member	How acquired, whether by purchase, lease or mortage, inheritance, gift or otherwise with date of acurition and the details of person/persons whose from whom acquired	Annual Income from the Property	Remarks
1.	2.	3.	4.	5.	6.	7.
Udaipur	Commercial (Complex)	100000000.00	Joint	Inheritance (Grand Father 01-Sep-2006)	500000	

Signature _____

Date 24-Sep-2020

Asset Declaration Statement:- 7

Assets Declaration Report

Calendar Year *
2020-21

Location
Gypsum (GYP)

Is Gazetted
--Select All--

Status
Declare

Declared From

Declared Till

Level Number
None selected ▾

Grade Pay
None selected ▾

☑ Show Child Location Employees

Asset Detail MIS Filter: - 7

Department can check records according to declared or not declared list of employee list.

Rajasthan State Mines and Minerals Limited
Gypsum, 02, Genahi Nagar Scheme, Bikaner
Tel/Fax: 0151-2200171, Email: mktgyp.rsmml@rajasthan.gov.in
CIN No.: U14109R1947SGC000905, GST No.:08AAACR7857H1ZO

Employee Assets Details [2020-2021]

Total Records: 1

1	25863-AZIMUDDIN KHAN	Regular	Additional Director	0	Head Office	2020	24-Sep-2020	150,000,000.00	Declare (Document Uploaded)	24-Sep-2020	

Declared Asset Detail: - 8

Department can print multiple Asset form by selecting checkbox by clicking on print all option.

Rajasthan State Mines and Minerals Limited
Gypsum, 02, Genahi Nagar Scheme, Bikaner
Tel/Fax: 0151-2200171, Email: mktgyp.rsmml@rajasthan.gov.in
CIN No.: U14109R1947SGC000905, GST No.:08AAACR7857H1ZO

Employee Assets Details [2020-2021]

Total Records: 130

☐	1	36707-A.C.GARHWAL Garhwal	Regular	ASSISTANT MANAGER		0	Head Office	2020	0	0.00	Not Declare	
☐	2	22363-LUCKINDER SINGH SARDALIA	Regular	ASSISTANT MANAGER		0	Head Office	2020	0	0.00	Not Declare	
☐	3	40825-ABHIMANYU	Regular	Additional Director	L-17	0	Head Office	2020	0	0.00	Not Declare	
☐	4	28364-ADAM LAL	Regular	HELPER II	L-3	0	Head Office	2020	0	0.00	Not Declare	
☐	5	41128-ADAM LAL	Regular	Helper	L-3	0	Head Office	2020	0	0.00	Not Declare	
☐	6	29215-AMIT TRIVEDI	Regular	Dy. Manager (Systems)	L-16	0	Head Office	2020	0	0.00	Not Declare	
☐	7	26980-ANAMIKA SHARMA	Regular	Manager (F&A)		0	Head Office	2020	0	0.00	Not Declare	

Not Declared Asset Detail: - 9

Department can send reminder to multiple employees and can check the log for messages sent for employee.

SMS / Mail / System Notification can be sent to employees.

Reminder Detail	
Reminder Date :	24-Sep-2020
Reminder Type : *	SMS
Reminder : *	Please declare asset.

Show Log

Send Notification: - 10

Authorized user can check log of SMS/Mail/Notification sent to employee individually or in bulk.

Reminder Detail			
Sr. No.	Reminder Date	Reminder	Send By
1	08-Sep-2020	Kindly declare the assets issued to you:	

Show Log: - 11