Getting Started Guide and User Manual

IPR/Asset Declaration Process

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Getting Started Guide and User Manual

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Steps to submit IPR

- 1. http://sso.rajasthan.gov.in
- 2. Provide user name, password and captcha
- 3. Go to Menu \equiv
- 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

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- 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.



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	REVIS	ON HISTORY	
Name	Date	Description	Version
Richa Chaturvedi	24/09/2020	Asset Declaration	V 1.0
	REVIE	WHISTORY	
Reviewer	Date	Reviewer Comments	Review Function
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1. Asset Declaration Process:

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

My Information \rightarrow Asset Declaration

A	ssots Declaration	Q 0 T	Click here to declare asset	
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Delegate Role/Position				8
III Leave & Altendance +			s	
# Asset Declaration			4 It	



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.

Assets Declaration							inter de la composition de la compositi
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() Please check U	es creckbox, if you like to sub-	wit this declaration at Kil	Land press strom Libert	20.			



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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 which property is situated	village in Name and details of pro other building * Select One	operties Housing and Land
Property Details	Present Value₹*	a an or converse and a statement of
and a second control of the second	1	1
Owner Type *	а ^{на} ак. н а	e meno ara amo
Select One	~	
How acquired, whether by purchase, lease	or mortage, inheritance, gift *	
Select One Date of acquisition	Narah (an alimitati alimita) (alimitati (social (social))) 20 a 20 - 20 - 20 - 20 - 20 - 20 - 20 - 2	
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Details of Acquisition (From Whom Acquir	ea) "	a an ana ana ana an
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Annual Income from Property	NUM N N N N N N N N N N N N N N N N N N	a and an an an an ar an ar
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Remarks	18-3 III 18 A	· · · · · · · · · · · · · · · · · · ·
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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.

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opy Assets Declaration				
Copy From Calendar Year *	Det	clare For Calendar Yea	* *	
Select One	~ .	Select	91 B	~ .
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			Anna Saidail	
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Copy Asset: - 4

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User has to upload signed copy of asset declaration after which declaration will be considered as submitted.

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Asset Declaration List Mode:- 5

After uploading signed copy of asset declaration report.

Assets D	eclaration						
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Page 1 of 1	Total Records 1 Show_10	2					

Asset Declaration after document upload: - 6

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Employee Name : KHAN Date of Birth : 5	Mr AZIMU: -Mar-1968	DDIN Emj	iloyee Enrollment No. ; stion : Head Office	25865 Designation : Addi Pay Scale - Band :	tiona: Direc	ctor	
Name of District, Sub- division, Taluka and village in which property is situated.	Name and details of properties Housing and Land other building	Presen 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	
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GettingStarted Guide and User Manual

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C Show Child Location Employees				

Asset Detail MIS Filter: - 7

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

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Declared Asset Detail: - 8

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

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Not Declared Asset Detail: - 9

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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 Date :	24-5en-2020	
Reminder Type : *	SMS	105 arrent caracteristic and a second s
Reminder : *	Please declare assez.	
	the second s	

Send Notification: - 10

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

1 05-Se	n (377) (377) 2016 (377) 1917 (37	Kindly declare the assets issued to you:	
			61 (J. 1919)

Show Log: - 11