



कर्मचारी भविष्य निधि संवत्स
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार विभाग, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्य कार्यालय/Head Office

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AVS-18/1/2020-HRM-IX

/275

BY WEB CIRCULATION

Dated: 19 APR 2021

19 APR 2021

To,

All ACC(HQ) (Zones)/ All ACCs(Zones)/ACC(ASD)
Director (PDNASS),
All RPFC/OIC in-charge of RO/ASD-HO/RPFC(ZTI)/SZTI.

Sub: Submission of Annual Immovable Property Return (AIPR) by all officials holding Group 'A' & 'B' posts - Regarding.

Ref: (i) Circular No.HR/AVS-18/1/2020/HRM-IX/482 dated 06.01.2021 (at Sl. No.161)

Sir/Madam,

In continuation to this office circular under reference on the subject cited above, it is to inform that a facility has been developed in HR-Soft for filing of Annual Immovable Property Return (AIPR) whereby the Group 'A' and Group 'B' can login and submit their Annual Property Returns. The link was operational till 31st January-2021 with following features:

- Name and designation would be automatically visible after login.
- Add button would be available for more than one property. Hence, one could add property description one by one with the help of add button.
- After filling the details of property, one could complete filing the return by clicking submit button. Once return is submitted, edit or modify is not allowed.

2. However, many representations have been received saying that even though an officer tried to file the return, the process could not be completed and the system is treating return as not filed. In view of the above, it has been decided by the competent authority that AIPR filing window would be reopened for two weeks to enable such officers to access the link to file AIPR from 20.04.2021 to 03.05.2021.

3. Accordingly, the AIPR return submission window would be opened from 20.04.2021 to 03.05.2021. The detailed manual for the entire process is enclosed herewith. All such officers who are filing the AIPR returns during this window need to ensure that the filed AIPR returns are duly visible in 'View' Tab.

Yours faithfully,

Encl.: As above.

(Uma Mandal)

Addl. Central PF Commissioner (HRM)

Copy to: RPFC, NDC for uploading on the website.

ANNUAL IMMOVABLE PROPERTY RETURN:-

After login by the EPF Employee on the min screen a link for Annual Immovable Property Return is displayed. User need to select Fill AIPR to fill the details

Then user has to select whether he is having property or not. If no property details to enter, click Save property details and click Final Submit button. The return will be submitted.

Property Return

AIPR FOR YEAR ENDING 31 Dec:

Employee Details

ID: <input type="text" value="XXXXXXXXXX"/> Design/Post/Dept: EPFC-2 Present Day: XXXXX/XX Grade Day: XXXX	Name: <input type="text" value="XXXXXXXXXX"/> Circle: A Present Day Band: 15665-55500 Present Office: HEAD OFFICE
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Whether Employee has a property:

Property Details

District/Taluk/Village: <input type="text"/> Area Of Property: <input type="text"/> Year Of Purchase: <input type="text"/> Whether in name of self: <input type="text" value="SELECT"/> Name of the person in whose name property: <input type="text"/> How Acquired Property: <input type="text" value="How Acquired Property"/> Details of persons from whom acquired: <input type="text" value="Details of persons from whose side"/> Remarks: <input type="text" value="Remarks"/>	Name Of Property: <input type="text"/> Cost of Construction/Acquisition: <input type="text"/> Present Value Of Property: <input type="text"/> Relation with person: <input type="text"/> Date of Acquisition: <input type="text" value="dd/MM/yyyy"/> Annual Income from the Property: <input type="text" value="Annual Income from the Property"/>
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(Purchase, lease, mortgage, gift, inheritance or others)**

After Final Submit you can not ADD/Delete property.
In applicable clause to be struck out
 * In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
 ** Includes short-term leases also.
Note:-
 The declaration form is requested to be filled in and submitted by every member of Class I and Class II (Gr. 'A' and Gr. 'B') services under Rule 18 Of CCS (Conduct) Rule 1564 on the first appointment to the service and thereafter interval of the every 12th month giving particulars of all immovable properties owned, acquired or inherited by him/her or held by him/her on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any other person.

In case the property entry is to be made, enter the property details and click Save Property Details(This will only save temporarily the entered details for editing before final submit). More properties can be added. Saved entries will be displayed in grid. The erroneous entries can be deleted. For making changes in any property, delete the entry and then add again. Finally click **Final Submit button**. After successful submission the return cannot be modified.

Only after the FINAL SUBMIT. The return is Submitted. After the Final submit no addition/deletion can be carried out. The finally saved return will be available for view/download(pdf) through View AIPR.

To ensure the submission of AIPR please go to view AIPR. The submitted details will be displayed and can be downloaded as .pdf. In case the details are not displayed/available for view please check whether the Final Submit is clicked in Fill AIPR.
