

NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
Indian Council of Medical Research, Bengaluru

No. NCDIR/IPR/2023

13 January 2023

CIRCULAR

Sub: Submission of Annual Immovable Property Return for the year ending 2022 (as on 01-01-2023).


The Annual Immovable Property Return for the year ending 2022 (as on 01-01-2023) needs to be filled online at Indian Council of Medical Research's e-governance website <https://egov.icmr.org.in> under "**Employees corner**" – "**IPR**" option. Print out of the same is to be signed and submit to this office for records.

Full details of immovable property should be provided and phrases like "no change" "no addition" or "as in the previous year" should not be used. If an officer does not own any property he/she should state so in the return rather leaving it blank and it should be duly signed by the officer with date. In case any false information is uploaded/submitted online, the concerned staff shall be held responsible.

Instructions for filling and submitting Immovable Property Return (IPR) online is shown in Annexure-I. Duly signed IPR form should be submitted to this office latest by 25th January 2023.

This is for strict compliance.

This issues with the approval of Director.


(Ramesha N M) 13/1/23
Administrative Officer &
Head of Office

Copy to: Mrs. F S Roselind, Scientist – E – Request to upload in the website.



INDIAN COUNCIL OF MEDICAL RESEARCH
icmr
eGovernance Cell
Employee Information Management System.

(index.php)

Instructions For Filling and Submitting Immovable Property Return (IPR) Online.

- 1) Open "**Employee Corner**" (<https://egov.icmr.org.in/eims/login.php>) under e-governance website.
- 2) Login with Registered mobile no. and password. If you don't have password please press "**Forgot Password**" button. You will get your password in your mobile.
- 3) Select "**IPR**" option from Menu Bar.
- 4) Press "**Add**" button against the desired year.
- 5) Add immovable property details one by one and press save button.
- 6) After filling all details press the "**Final Submit**" button. Note that after final submission you cannot change your IPR.
- 7) On pressing "**Final Submit**" button an OTP will be sent on your registered mobile no. The IPR will be finalized only after submission of correct OTP.
- 8) Check the print preview in landscape format and take the print out of the IPR.