

Online Movable Property Returns Submission Form User Manual

Online MPR Submission User Manual

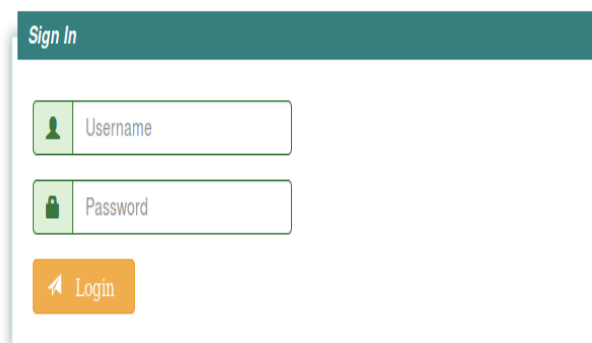
Initial Login :

Enter **http://103.8.249.36/aps_iprmp//UserAuthentication"** on your browser url

Below is shown Login Page



Login



A sign-in form with a dark teal header labeled "Sign In". Below the header are two input fields: "Username" with a person icon and "Password" with a lock icon. At the bottom is an orange "Login" button with a right-pointing arrow.

Enter Your Username and Password provided to you

Login

Sign In

[Login](#)

Below is shown Home Page

[Click the link to open the saved IPR Draft ↗](#)

[Click the link to open the saved MPR Draft ↗](#)

Below is shown the Online MPR Submission eForm

Home Submit IPR Submit MPR View All IPR View All MPR Manual
Welcome Amrit Jyoti6

Movable Property Returns

Name Of Officer * Statement of Movable Property for the Calendar Year Ending

Batch * Occupation/Designation *

Basic pay with Grade Pay * Total Allowance * Gross Pay * Total Deduction * Net Salary *

A) Cash, Bank Balance, Credit and other movable properties

A. 1) Cash in Hand

#	Description of item	Value	In whose name (self, wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition	Remarks
1	--SELECT--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A. 2) Bank Balance Including All Bank Deposite (Recurring)

#	Description of item	Value	In whose name (self, wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition	Remarks(10)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A. 3) Investment

#	Description of item	Value	In whose name (self, wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition	Remarks
1	--SELECT--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A. 4) Other Movable Property

#	Description of item (If item value is more than Rs.50,000)	Value	In whose name (self,wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition	Remarks
1	--SELECT--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B) Expenditure

#	G.P.F/N.P.S Account No.	Monthly Contribution	Total Amount of Annual Premiums of Insurance Policies	Insurance Policy Nos.	Number of those in course of education with monthly expenditure thereon	Monthly cost of maintaining family
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Submit
Cancel
Preview
Download Form Data
Save As Draft

Filling up the MPR Form

Step 1: Name - Enter your name in the Textbox.

Name Of Officer *

Anjan Jyoti Sarmah

*** The length of the name should not be greater than 99 characters**

Step 2 : Calendar Year - Select the year from the list given in the dropdown list.

Statement of Movable Property for the Calender Year Ending 2018 ▾

Step 3 : Batch - Select Batch from the list given in the dropdown list.

Batch *

DR-1993 ▾

Step 4 : Occupation/Designation - Select Designation from the list given in the dropdown list.

Occupation/Designation *

AIGP ▾

Step 5 : Enter Basic Pay with Grade Pay, Total Allowance (Medical, DA,HRA, etc.) and Total Deduction (Professional Tax, GIS, GPR, Loan,Advance, IT)in the respective box. The Gross Pay and Net Salary will be AUTOMATICALLY calculated.

Basic pay with Grade Pay *

40000

Total Allowance *

3000

Gross Pay *

43000

Total Deduction *

1000

Net Salary *

42000

Step 6 : Cash in Hand – Description Item Select From dropdown

A) Cash, Bank Balance, Credit and other movable properties

A. 1) Cash in Hand

+ -	#	Description of item	Value	In whose name (self, wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition		Remarks
					Date	Manner	
	1	Cash in ha	100000		2018-12-05		None

Enter the cash value/In whose name (self, wife/Husband, child, dependent, other relation of benamdar)

A) Cash, Bank Balance, Credit and other movable properties

A. 1) Cash in Hand

+ -	#	Description of item	Value	In whose name (self, wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition		Remarks
					Date	Manner	
	1	Cash in ha	100000	Wife	2018-12-05		None



Date & Manner of acquisition – Click on the Calender image and select the date

+ -	#	Description of item	Value	In whose name (self, wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition		Remarks
					Date	Manner	
	1	Cash in ha	100000	Wife	2018-12-05		None

Remarks – Enter the Remarks if any



A) Cash, Bank Balance, Credit and other movable properties

A. 1) Cash in Hand

 	#	Description of item	Value	In whose name (self, wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition	Remarks
		1	Cash in ha	100000	Wife	2018-12-05 Income

Step 6 : Bank Balance Including All Bank Deposit (Recurring) – As like as Cash in hand Enter the value for Bank Balance Details, The Change is only for Description Value field, User have to enter the Description manually.

A. 2) Bank Balance Including All Bank Deposite (Recurring)

 	#	Description of item	Value	In whose name (self, wife/Husband, child,dependent, other relation of benamdar) the asset is	Date & Manner of acquisition	Remarks(10)
		1	Saving Account	300000	Own	2018-11-28 Salary

Step 7 : Investment - Select Description Item for Investment From dropdown and specify the item under dropdown box.

A. 3) Investment

+ -	#	Description of item	Value	In whose name (self, wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition		Remarks
					Date	Manner	
	1	Share	20000	Self	2018-04-01	Income	None

*** If the required Description is NOT in the given dropdown list, then select "Others" and enter your INVESTMENT DESCRIPTION in the text box.**

Enter the cash value/In whose name (self, wife/Husband, child, dependent, other relation of benamdar) , Date of Acquisition, Manner of Acquisition and remarks are as like as Cash in hand and Bank balance.

Step 8 : Other Movable Property - Fill up the Other Movable Properties value as like as Investment.

A. 4) Other Movable Property



+ -	#	Description of item (If item value is more than Rs.50,000)	Value	In whose name (self,wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition		Remarks
					Date	Manner	
	1	Two Wheeler	60000	Self	2018-11-23	Salary	None

*** If the required Movable Properties is NOT in the given dropdown list, then select "Others" and enter your Movable Properties in the text box.**

• The value for the movable property should be grater then or equal to 50000

Step 9 : Expenditure – Enter G.P.F/N.P.S. Account No / Monthly Contribution / Total Amount of Annual Premiums of Insurance Policies / Insurance Policy Nos. / Number of those in course of education with monthly expenditure thereon / Monthly cost of maintaining family

B) Expenditure

				Total Amount of Annual Premiums of Insurance Policies	Insurance Policy Nos.	Number of those in course of education with monthly expenditure thereon	Monthly cost of maintaining family
							
	#	G.P.F/N.P.S Account No.	Monthly Contribution				
	1	WPC/FQ/76	3000	36000	QU98	50	25000

Step 10 : Select Personal Declaration Checkbox

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Please Note:

- 1. Please note that the form once submitted cannot be edited or undone.**
- 2. Fields marked with * are mandatory.**
- 3. Click + or – button to add a row to row property in the table.**



4. To see the Preview click on the “Preview” button

Income

Movable Property Returns

Name Of Officer * ANJAN JYOTI SARMAH Statement of Movable Property for the Calender Year Ending

Batch * DR-1993 Occupation/Designation * SP

Basic pay with Grade Pay * Total Allowance * Gross Pay * Total Deduction * Net Salary *

40000 2000 42000 1000 41000

A) Cash, Bank Balance, Credit and other movable properties

A. 1) Cash in Hand

#	Description of item	Value	In whose name (self, wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition	Remarks
1		100000	WIFE	INCOME	NONE

A. 2) Bank Balance Including All Bank Deposite (Recurring)

#	Description of item	Value	In whose name (self, wife/Husband, child, dependent, other relation of benamdar) the asset is	Date & Manner of acquisition	Remarks(10)
1	SAVING ACCOUNT		OWN		NONE

5. To Download the form data click on “Download Form Data” button.

MPR Statement - Mozilla Firefox

localhost/html/aps_iprmp/MPRStatement

Income

A. 4) Other Movable Property

#	Description of item (If item value is more than Rs.50,000)	In whose name (self, wife/Husband, child, dependent, other relation of benamdar) the	Date & Manner of
1	Two Wh		

B) Expenditure

#	G.P.F.N.P.S Account No	WPC/FQ/78	3000	30000	QU98	50	25000
1							

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

Submit Cancel Preview Download Form Data Save As Draft

Opening MPR7-12-2018.pdf

You have chosen to open:

MPR7-12-2018.pdf which is: PDF document (18.5 MB) from: blob:

What should Firefox do with this file?

Open with Document Viewer (default) Save File Do this automatically for files like this from now on.

Cancel OK

6. After the form is submitted successfully, option to generate the receipt will be displayed.

Home Submit IPR Submit MPR View All IPR View All MPR Manual Welcome Amrit Jyoti6

Movable Property Returns

MPR Statement added successfully.

Form Submitted

Your MPR for the year 2018 has been successfully submitted.

Generate Receipt Close

Name Of Officer * Anjan Jyoti Samah Statement of movable property for the Calendar Year Ending 2018

Batch * DR-1993 Occupation/Designation * SP

Basic pay with Grade Pay *	Total Allowance *	Gross Pay *	Total Deduction *	Net Salary *
40000	2000	42000	1000	41000

7. This is the system generated receipt. The generated receipt can be printed

Amrit Jyoti6 Sharma,

Your MPR for the year 2018 is successfully submitted.

Date: 07-12-2018

print

0• Save As Draft: You can use the Save As Draft button to save the MPR form on your machine for later submission. Whenever you are online again, after login click on the Below Button to open the form, edit data if required, and submit the form.

Click the link to open the saved MPR Draft 