<u>Step by Step Process to Fill IPR for RFS Officers Last Date-30.01.2021</u>

1. Login with sso id in Raj-Kaj

2. Click **''Employee Corner''** in menu left hand side.

3. Click **"IPR"**

4. On Upper Side Click **"Manage Immovable Property Return"**

5. Update Profile (Blinking in Red Color)-Essential

6. Check & Update data Specially Basic Salary, Post & Other essentials

7. After updation again go to **"IPR"**

8. Select each property details one by one and update then save it. It is necessary to update once however there is no change.

9. All property detail which is highlights in green color will cleared now.

10. If new property addition is required File the details otherwise you can take data from previous list.

11. Select check box for all & submit IPR & then E-Sign by OTP.