ONLINE PROPERTY RETURNS

-USER MANUAL -ver 2.0

<u>Summary:</u>

The URL is http://propertyreturns.itiltd-india.com.

1) Login using User ID and Password.

   You can change your password by clicking on 'change password' link.

2) Enter Data into all the 5 Screens/Sections provided by clicking respective links in the left hand menu section. The 5 Sections are Profile, Details of Dependent, Movable Property, Immovable Property, Statement of Debts and Liabilities. Do not leave any required field blank. If there is nil entry, you will have to enter 'nil'.

3) After the data is entered, press 'save' button to save your data in each of the screens / sections.

   Please note that saving the data is not equivalent to submission. The concerned departments like HR, Vigilance will not be able to see your data and you can modify the data at this stage.

4) After filling up data in all the screens / sections, you can check the data that you have entered by clicking on the 'Final Check and Submission' link .You can modify your data even at this stage (i.e. before submission).

   In this 'checking' screen you can find all the different sections and the data that you have entered under these sections.

   While checking you can modify data under each section and save the data using 'save'icon found in each section.
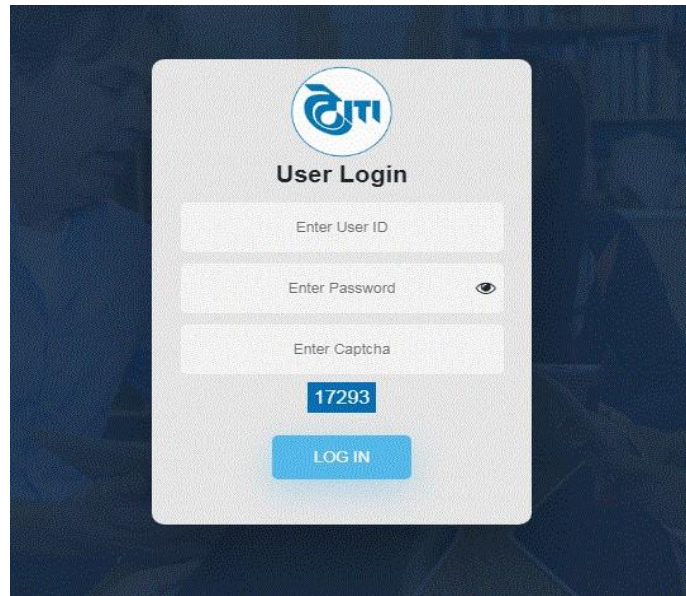
   After checking, at the end of the same screen you will find a 'Submit' button for submitting your data.

   After Submission you will not be able to modify the data. The concerned departments like HR, Vigilance will now be able to see your data.

5) You can download a PDF file of your filled details.
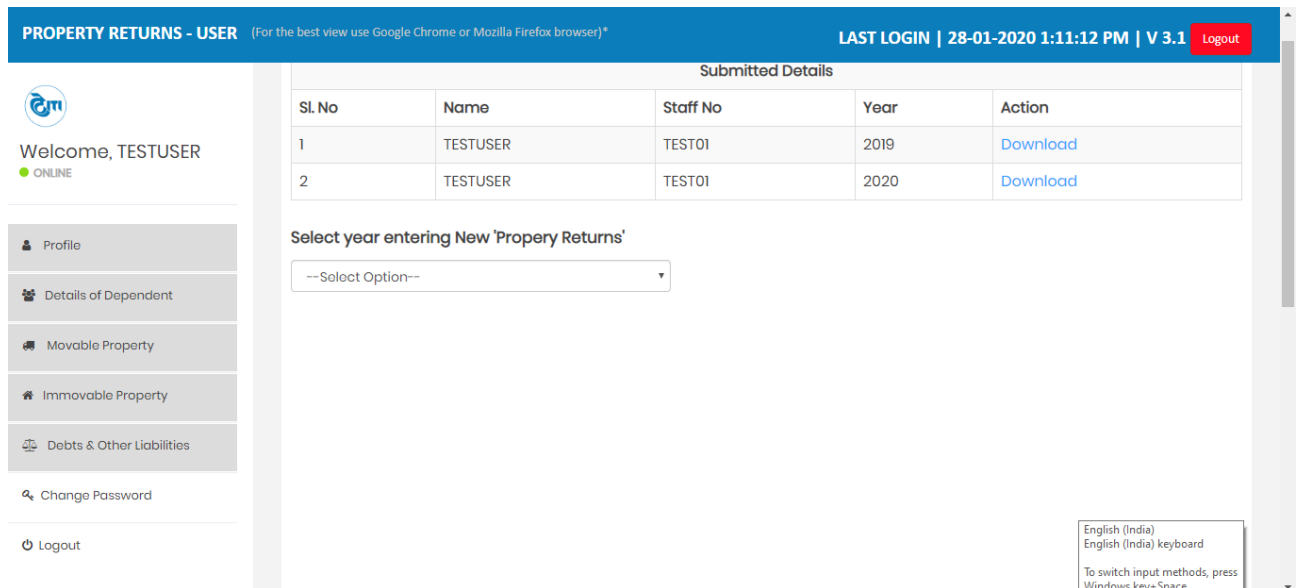
Illustration:

1. The User will get a User Login Screen as shown in the Screen 1.1.

Screen 1.1

2. Once the valid User ID and Password are entered, the user will get the Main Menu of Property Returns as shown next (Screen 1.2).

Screen 1.2

3. Now below image screen (Screen 1.3) showing previous year entered details and dropdown of years entering new property returns. If you want to see previous year property returns, click on "download". Otherwise select which year you want to enter new property returns, select that particular year as shown in below image (Screen 1.3.1).

Screen 1.3

Screen 1.3.1

4. After Selecting dropdown year of property returns, it will show pending details of particular user of selected year. Click one-by-one to enter all the details.

5. **Create New Details of Profile (Click On - Click here to enter Profile Details)**

Screen 1.4

6. In above image (screen 1.4), here we have two buttons like one is "**Create**" and another one is "**Fetch from previous year details**".

7. Click on "**Fetch from previous year details**" button, new popup page will appear for previous year of profile details which is entered by you as shown in below image (Screen 1.4.1). Enter details you need to change anything otherwise click on "**save**" button.

Screen 1.4.1

8. After save your details window will appear like below (screen 1.4.2) image. And you may edit incorrect details by clicking on "**Edit**" button.

Screen 1.4.2

9. Click create button, it shows you create page.

Add Profile

Year *

2019

Unit *

Corporate Marketing

Staff No. *

036

Name *

TEST08

Department *

Enter Department

Designation *

Enter Designation

Service to which Belongs(if applicable) *   - Select Options- ▼

Submit

Screen 1.5

10.   **Create New Details of Dependent (Click On - Click here to enter Dependent Details)**
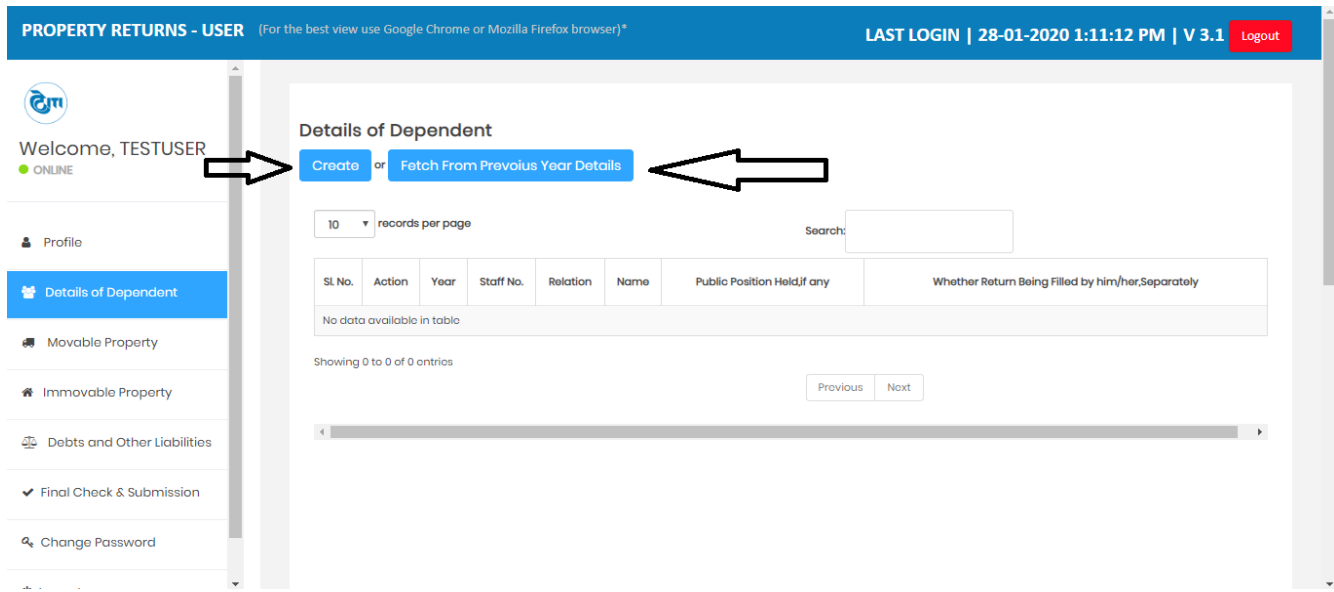
Screen 1.6

11.   In above image (screen 1.6), here we have two buttons like one is "**Create**" and another one is "**Fetch from previous year details**".

12.   Click on "**Fetch from previous year details**" button, new popup page will appear for previous year of profile details which is entered by you as shown in below images (Screen 1.6.1 and Screen 1.6.2). Click on **"Modify & Save"** button to enter details you need to change anything otherwise click on "**Save**" button.
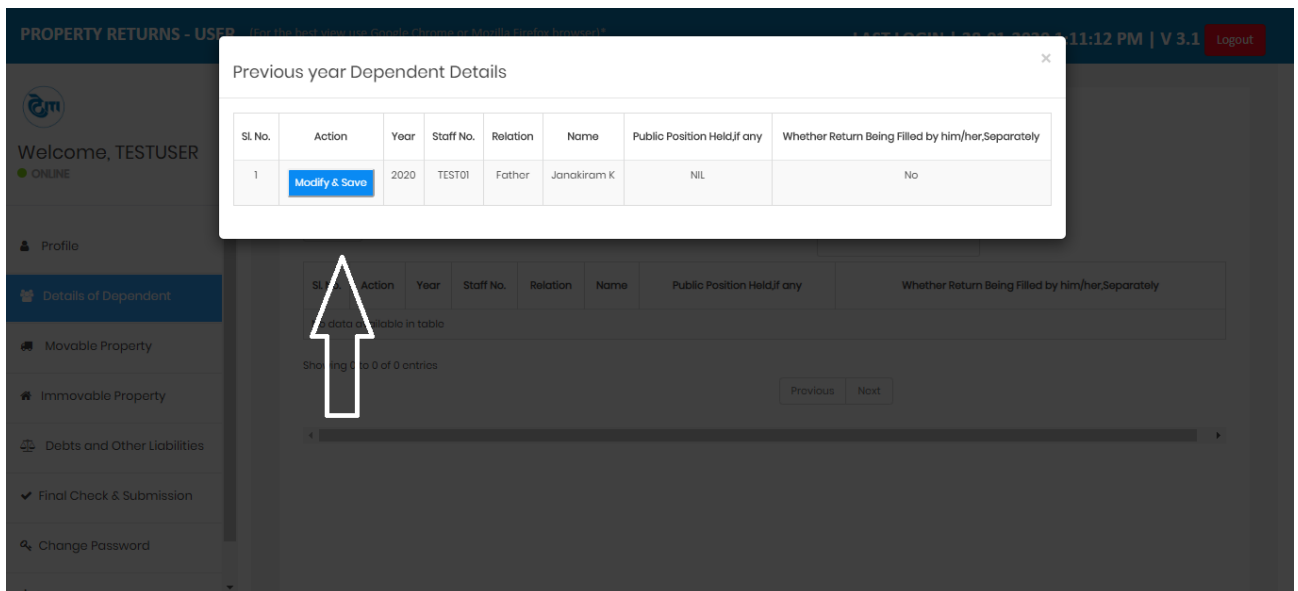
Screen 1.6 .1
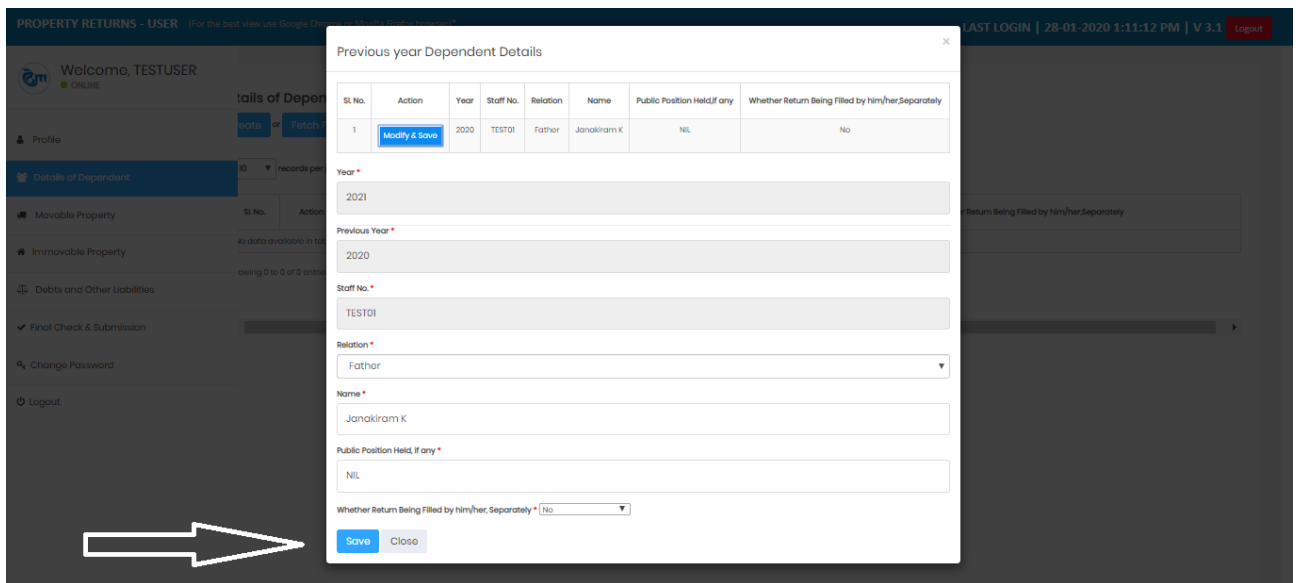
Screen 1.6.2

13. After save your details window will appear like below (screen 1.6.3) image. And you may edit incorrect details by clicking on "**Edit**" button and you may "**Delete**" option also.

Screen 1.6.3

14. Click create button, it shows you create page.

Details of Dependent

Year *

    2019

Staff No. *

    036

Relation *

    -- Select Option --   ▼

Name *

    Enter Name

Public Position Held, if any *

    Enter Public Position Held

Whether Return Being Filled by him/her, Separately * - Yes - ▼

Save

Note:* All the fields are mandatory. If no informaton is available please fill up with ' NIL '.

Screen 1.7

15. **Create New Details of Movable Property (Click On - Click here to enter Movable Property Details)**

Screen 1.8

16. In above image (screen 1.8), here we have two buttons like one is "**Create**" and another one is "**Fetch from previous year details**".

17. Click on "**Fetch from previous year details**" button, new popup page will appear for previous year of profile details which is entered by you as shown in below images (Screen 1.8.1 and Screen

1.8.2). Click on **"Modify & Save"** button to enter details you need to change anything otherwise click on "**Save**" button.
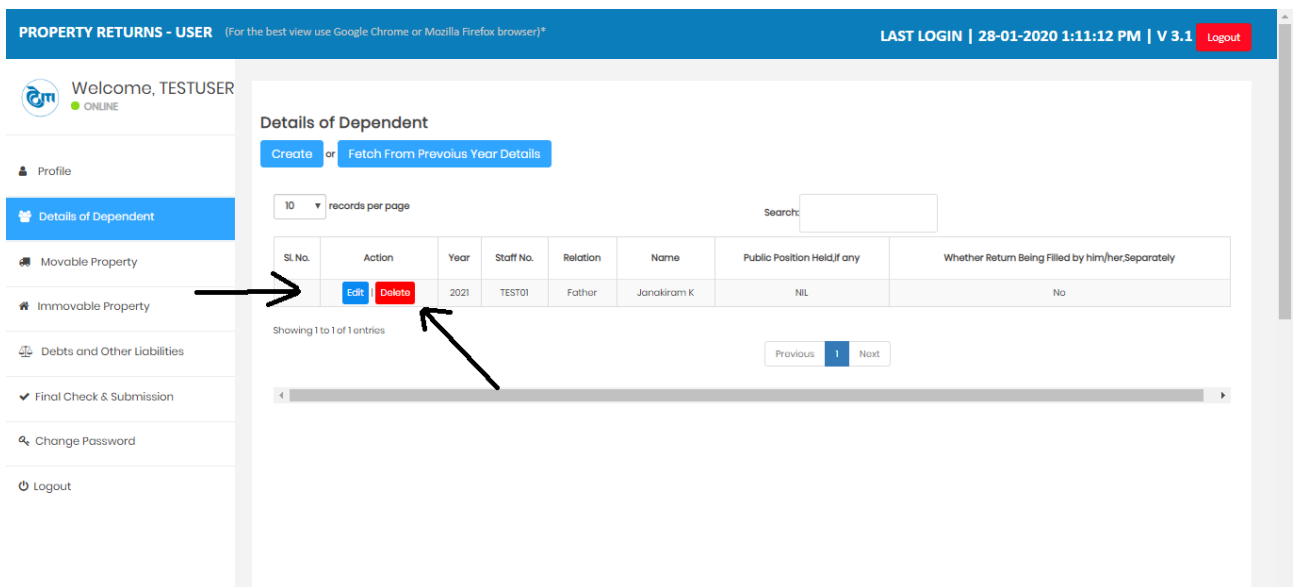

Screen 1.8 .1

Screen 1.8.2

18.   After save your details window will appear like below (screen 1.8.3) image. And you may edit incorrect details by clicking on "**Edit**" button and you may "**Delete**" option also.

Screen 1.8.3

19.   Click create button, it shows you create page.

Screen 1.9

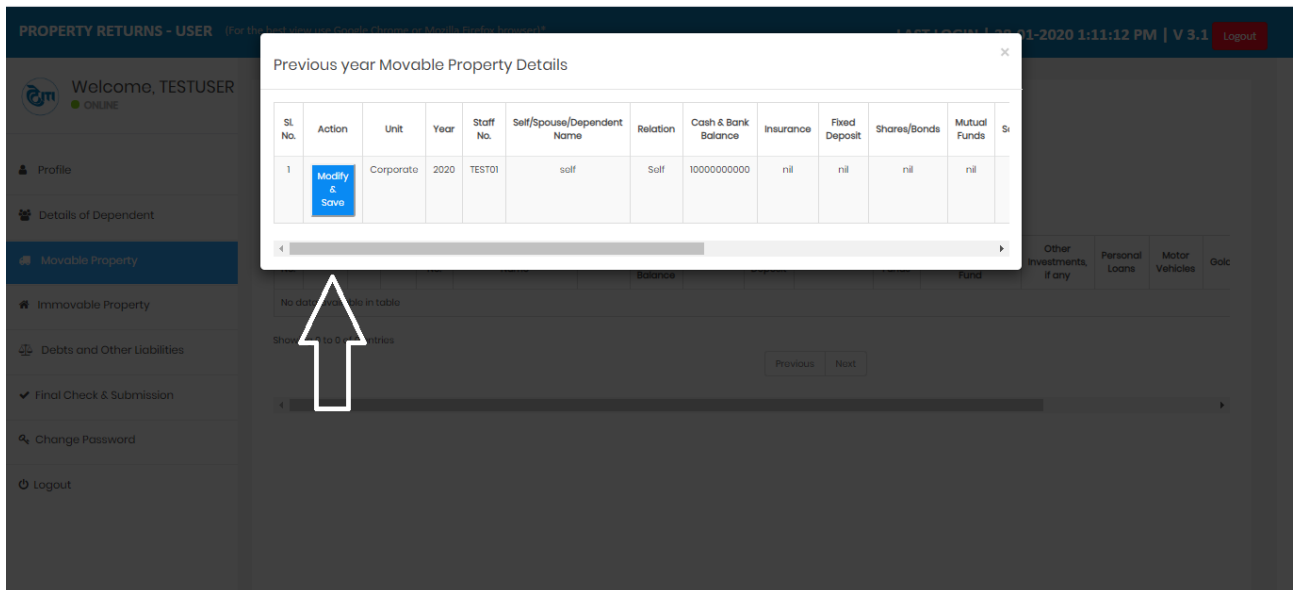20.   **Create New Details of Immovable Property (Click On - Click here to enter Immovable Property Details)**
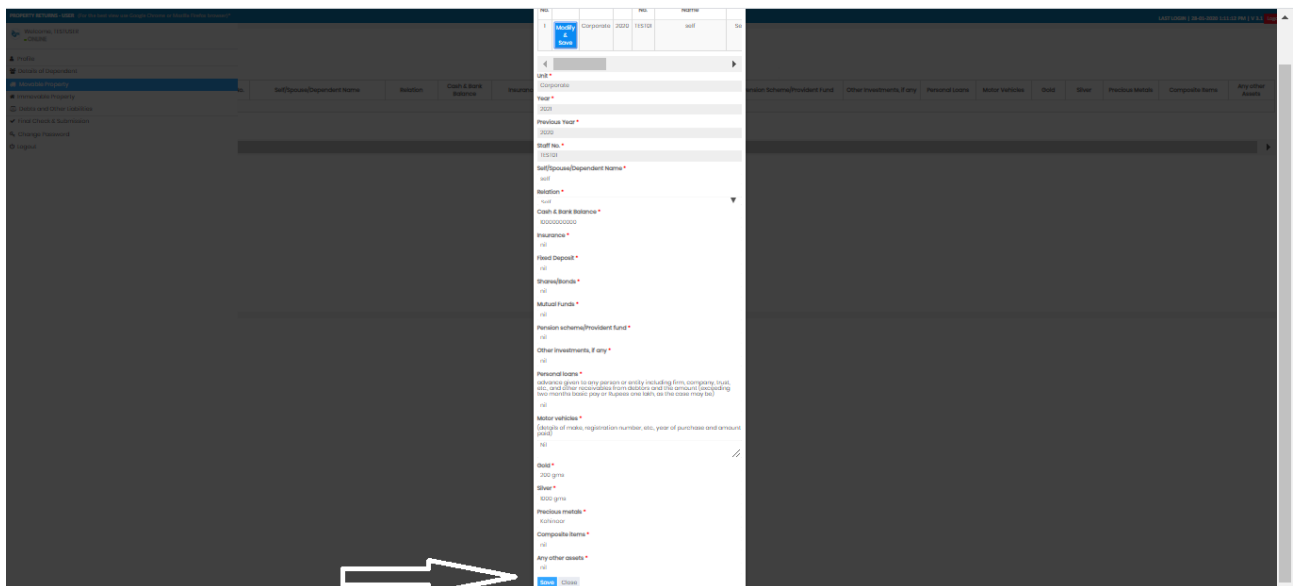

Screen 2.1

21.   In above image (screen 2.1), here we have two buttons like one is "**Create**" and another one is "**Fetch from previous year details**".

22.   Click on "**Fetch from previous year details**" button, new popup page will appear for previous year of profile details which is entered by you as shown in below images (Screen 2.1.1 and Screen 2.1.2). Click on **"Modify & Save"** button to enter details you need to change anything otherwise click on "**Save**" button.

Screen 2.1.1

Screen 2.1.2

23.   After save your details window will appear like below (screen 2.1.3) image. And you may edit incorrect details by clicking on "**Edit**" button and you may "**Delete**" option also.

Screen 2.1.3

24.   Click create button, it shows you create page.

Statement of Immovable Property (e.g.Lands,House,Shops,Other Buildings,etc)

Year *

2019

Note:* All the fields are mandatory. If no informaton is available please fill up with ' NIL '.

Staff No. *

036

Description of Property *

Enter Description of Property

Precise Location *

Enter Precise Location

Area of Land *

Enter Area of Land

Nature of Land in case of landed Property *

Enter Nature of Land in case of landed Property

Extent of Intrest *

Enter Extent of Intrest

If Not in Name of Public Servent,State in Whose Name Held *

Enter If Not in Name of Public Servent,State in Whose Name Held

Date of Acquisition *

Screen 2.2

25.   **Create New Statement of Debts and Liabilities (Click On - Click here to enter Statement of Debts and Liabilities Details)**

PROPERTY RETURNS - USER   (For the best view use Google Chrome or Mozilla Firefox browser)*   LAST LOGIN | 28-01-2020 1:11:12 PM | V 3.1 Logout

Welcome, TESTUSER
● ONLINE

👤 Profile

👥 Details of Dependent

🚚 Movable Property

🏠 Immovable Property

🌐 **Debts and Other Liabilities**

✔ Final Check & Submission

🔍 Change Password

⏻ Logout

Statement of Debts and Other Liabilities

[Create] or [Fetch From Prevoius Year Details]

10 ▾ records per page   Search:

Sl.No.	Action	Year	Staff No.	Debts(self/spouse of dependent children)	Name and Address of Creditor	Details of Transaction	Remarks
No data available in table							

Showing 0 to 0 of 0 entries

[Previous] [Next]

Screen 2.3

26. In above image (screen 2.3), here we have two buttons like one is "**Create**" and another one is "**Fetch from previous year details**".

27. Click on "**Fetch from previous year details**" button, new popup page will appear for previous year of profile details which is entered by you as shown in below images (Screen 2.3.1 and Screen 2.3.2). Click on **"Modify & Save"** button to enter details you need to change anything otherwise click on "**Save**" button.

Screen 2.3.1

Screen 2.3.2

28. After save your details window will appear like below (screen 2.3.3) image. And you may edit incorrect details by clicking on "**Edit**" button and you may "**Delete**" option also.

Screen 2.3.3

29. Click create button, it shows you create page.

Screen 2.4

30. You may Edit Incorrect Details after Saved your Records

Important: Edit Option Available in All Forms

10 ▼ records per page							Search:
Sl. No.	Action	Year	Staff No.	Relation	Name	Public Position Held,if any	Whether Return Being Filled by him/her,Separately
1	Edit	2019	036	Self	Ram	HR	Yes

Showing 1 to 1 of 1 entries

Previous | 1 | Next

Screen 2.5

31. After Filled All Required Forms, You can go to Final Check/Modification Form (shown in below Screen). Once you submit Final Check Form, You cannot able to modify the form. You can download.

APPENDIX-II[Rule 3(1)]

FORM No.I

Details of Public Servent,his/her spouse and dependent Children

Action	Sl. No.	Details	Name	Public Position held, if any	Whether return being filed by him/her, separately
Modify	1	Self	Ram	HR	Yes

Date: 26-04-2019   Signature.............................
Name: TEST08   Staff. No.:036
Department: MARKETINGS   Designation: CMO-MS
Grade or Pay Scale: G5   Date of Joining: ....
Unit/Office: Corporate Marketing

FORM No.II

Statement of movable property on first appointment or as on the 31st March 2019 (Use separate sheets for self, spouse and each dependent child)

Name of public servant/spouse/dependent child:RAm   Modify

Sl. No.	Description	Remarks if any
(i) *	Cash and bank balance	250 Cr in SBI, 120 C
(ii) *	Insurance (premia paid):	State Bank of India, Rs 2200 Lakhs, Canara Bank 2 Lakhs, Axis Bank Rs

Screen 2.6

32. We provide user ID and Password to all users, if user want to change their password Go to Change password Link

Change Password

Enter your existing password: *

Enter your existing password

Enter your new password: *

Enter your new password

Re-enter your new password: *

Re-enter your new password:

Update Password

Screen 2.7