# ONLINE PROPERTY RETURNS

# -USER MANUAL -ver 2.0

## Summary:

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

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).

PROPERTY RETURNS - USER			L	AST LOGIN   28-01	L-2020 1:11:12 PM   V 3.1 Logou
			Submitted Details		
ru S	SI. No	Name	Staff No	Year	Action
Welcome, TESTUSER	1	TESTUSER	TEST01	2019	Download
ONLINE	2	TESTUSER	TEST01	2020	Download
Profile	\$ Select year enteri	ng New 'Propery Returns'	v		
Details of Dependent					
Movable Property					
Immovable Property					
④ Debts & Other Liabilities					
& Change Password					
ዕ Logout					English (India) English (India) keyboard To switch input methods, press Windows key+Space.

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





- 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)

PROPERTY RETURNS - USER (For th	e best view use Google Chrome or Mozilla Firefox browser)*	LAST LOGIN   28-01-2020 1:11:12 PM   V 3.1 Logout
Welcome, TESTUSER	Profile Details Create or Fetch From Prevolus Year Details	
A Profile	10 v records per page	Search:
Details of Dependent	SLNo Action Unit Year Staff No. Name Department	Designation Date of Joining Service to which belongs
💭 Movable Property	No data available in table	
A Immovable Property		Provious Next
Debts and Other Liabilities	¢	,
✓ Final Check & Submission		
at Change Password		

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.

PROPERTY RETURNS - USER (For the best vie	use Google Chrome or Mazilla Firefox browser)*	×		LAST LOGIN   28-01-2020 1:11:12 PM   V 3.1 Legout
Welcome, TESTUSER		Previous year Assets Profile		
Welcome, TESTUSER	Details	Yoar *		
A Profile		2030		
-	T records per page	Providuus Year* 2029		
Details of Dependent				
🚚 Movable Property	o Action Unit Year	Unit *	Date of Joining	Service to which belongs
# Immovable Property		Corporate		
		staff No.* TESTOI		
Debts and Other Liabilities		Name *		
✓ Final Check & Submission		TESTUSER		•
a, Change Password		Department *		
ပ် Logout		ISIT		
		Designation *		
		WEB DEVELOPERI		
		Date Of Joining *		
		02-01-2020		
		Service to which Belongs(if applicable) • Not Applicable •		
_		Save Close		



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.

ROPERTY RETURNS - USER (	for the best view	use Googl	le Chrome or Mi	ozilla Firef	fox browser)'	•		LAST LOG	GIN   28-01-202	0 1:11:12 PM   V 3.1 Logo
elcome, TESTUSER		records	<b>111S</b> s per page					Search:		
Profile	SL NO	Action	Unit	Year	Staff No.	Name	Department	Designation	Date of Joining	Service to which belongs
Details of Dependent	1	Edit	Corporate	2030	TESTOI	TESTUSER	ISIT	WEB DEVELOPERI	02-01-2020	Not Applicable
Movable Property	Showing		ntrics					Previous 1 Next	:	
Immovable Property	4	][								•
Debts and Other Liabilities		Ц								
Final Check & Submission										
Change Password										
•										



/ear *	
2019	
Jnit	
Corporate Marketing	
Staff No. *	
036	
Name *	
TEST08	
Department *	
Enter Department	
Designation •	
Enter Designation	
Service to which Belongs(if applic	cable)* - Select Options- V
Submit	

Add Profile



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

PROPERTY RETURNS - USER (For the	e best view use Google Chrome or Mozilla Firefox browser)*		LAST LOGIN   28-01-2020 1:11:12 PM   V 3.1 Logout
Welcome, TESTUSER	Details of Dependent Create or Fetch From Prevolus Year Details		
å Profile	10 v records per page	Search:	
嶜 Details of Dependent	SL No. Action Year Staff No. Relation Name	Public Position Held, if any	Whether Return Being Filled by him/her,Separately
🖶 Movable Property	No data available in table		
Immovable Property	-	Previous	JS Next
한 Debts and Other Liabilities	٩		,
✓ Final Check & Submission			
₽ <sub>t</sub> Change Password			
<b>v</b>			

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.

PROPERTY RETURNS - USP		he best view use G ous year Dep	ende	ent Deto	orilla Firefo ails	* hrowser)		11571068113	×		
Welcome, TESTUSER	SI. No.	Action Modify & Save	<b>Year</b> 2020	Staff No. TEST01	<b>Relation</b> Father	Name Janakiram K	Public Position Held,if any	Whether Return Being Filled by him/he	ər,Separately		
A Profile		٨									
矕 Details of Dependent			on Y		ff No. Re	lation Nam	Public Position Held	jf any Whether Retur	n Being Filled by hi	m/her,Separately	
💭 Movable Property		<u> </u>									
# Immovable Property											
Debts and Other Liabilities										•	
✓ Final Check & Submission											
4 Change Password											
(h Locout	¥										

Screen 1.6 .1

PROPERTY RETURNS - USER (For the b	best view use Google Chr	pme or Mo	villa Firefox browse	r]+					×	LAST LOGIN   28-01-2020 1:11:12 PM   V 3.1 Logout
Welcome, TESTUSER		Previ	ous year De	pend	ent Dete	ails			Ä	
• ONLINE	tails of Depen	SL No.	Action	Year	Staff No.	Relation	Name	Public Position Held, if any	Whether Return Being Filled by him/her,Separately	
A Profile		1	Modify & Save	2020	TESTOI	Father	Janakiram K	NIL	No	
🗑 Details of Dependent	10 Trecords per	Year*								
🚚 Movable Property	SL No. Action	2021 Previous								r Return Being Filled by him/her,Separately
🕷 Immovable Property		2020								
4 Debts and Other Liabilities		Staff No.	•							
<ul> <li>Final Check &amp; Submission</li> </ul>		TEST	01							•
4 Change Password		Fath							Ŧ	
() Logout		Name*								
			akiram K							
		Public Po	osition Heid, if any *							
			r Return Being Filled I	ov him/h	er Separate	No.	•	1		
	$\geq$	Save	-					-		



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.

PROPERTY RETURNS - USER (For			Mozilla Fire	fox browser)*	1		I	LAST LOGIN   28-01-2020 1:11:12 PM   V 3.1	Log
Welcome, TESTUSER		f Dependent		ear Details					
Profile           Profile           Profile		records per page					Search		
🕷 Movable Property	SL No.	Action	Year	Staff No.	Relation	Name	Public Position Held, if any	Whether Return Being Filled by him/her,Separately	
A Immovable Property	$\rightarrow$	Edit   Delete	2021	TEST01	Father	Janakiram K	NIL	No	
Debts and Other Liabilities	Showing 1 to	1 of 1 entries					Previous 1 Next		
✓ Final Check & Submission	4		-						
& Change Password									
ዕ Logout									

Screen 1.6.3

Details of Dependent Year*	
2019	Note:* All the fields are mandatory, if no informaton is available please fill up with ' NIL'.
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 * - Yas- V Save	

Screen 1.7

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

PROPERTY RETURNS - USER (For t												LAST I	LOGIN   28-01	-2020 1:11	:12 PM	V 3.1	Logout
Welcome, TESTUSER	Move	able Pr	rope	rty													
Profile	Crec	ate or	Fetcl	n From	n Prevo	ius Year Details	$\leq$	]									
Details of Dependent	10	▼ rec	ords pe	r page						Search	n:						
Movable Property	SI. No.	Action	Unit	Year	Staff No.	Self/Spouse/Dependent Name	Relation	Cash & Bank Balance	Insurance	Fixed Deposit	Shares/Bonds	Mutual Funds	Pension Scheme/Provident Fund	Other Investments, if any	Personal Loans	Motor Vehicles	Gold
# Immovable Property	No	data availa	able in I	able													
Debts and Other Liabilities	Show	ring 0 to 0 d	of 0 ent	ries						Prev	rious Next						
✓ Final Check & Submission	4																Þ
a, Change Password																	
<mark>ଓ</mark> Logout																	

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.

PROPERTY RETURNS - USER (For the		ew use Goos	le Chrome or	Mozilla	Firefox h	rowser)#					LACTIC		×	0 <b>1-2020 1</b> :1	1:12 PN	л   V З.1	Logout
Welcome, TESTUSER																	
U ONLINE	SL No.	Action	Unit	Year	Staff No.	Self/Spouse/Dependent Name	Relation	Cash & Bank Balance	Insurance	Fixed Deposit	Shares/Bonds	Mutual Funds	St				
4 Profile	1	Modify &	Corporate	2020	TEST01	self	Self	10000000000	nil	nil	nil	nil					
Details of Dependent		Save															
Movable Property	4	Λ					Balance	-			1.0.100	Fund	•	Other Investments, if any	Personal Loans	Motor Vehicles	Golc
# Immovable Property	No c		e in table														
	Show		• yntries														
✓ Final Check & Submission		ш															•
4 Change Password																	

Screen 1.8 .1





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.

PROPERTY RETURNS - USER (For th												LAST LC	GIN   28-0	01-2020	1:11:12	РМ	V 3.1	Logout
Welcome, TESTUSER	Novable Pro	operty																
A Profile	Create or I	Fetch From	n Prevoi	us Year	Details													
Details of Dependent	10 v reco	ords per page							Sear	ch:								
Movable Property	SL Action	Unit	Year	Staff No.	Self/Spouse/Dependent Name	Relation	Cash & Bank Balance	Insurance	Fixed Deposit	Shares/Bonds	Mutual Funds	Pension Scheme/Provident Fund	Other Investments, if any	Personal Loans	Motor Vehicles	Gold	Silver	Precic Meta
# Immovable Property	Edit	Corperate	2021	TESTOI	self	Self	10000000000	nil	nil	nil	nil	nil	nil	nil	Nİİ	200 gms	1000 gms	Kohini
쇼 Debts and Other Liabilities	Showing 1 to 1 of 1	entrip																
✓ Final Check & Submission									Pro	avious 1 N	lext							
4 Change Password	•																	+
එ Logout																		



#### Movable Property

Unit *	
Corporate Marketing	Note:* All the fields are mandatory. If no informaton is available please fill up with 'NIL'.
Year*	
2019	
Staff No.*	
036	
Self/Spouse/Dependent Name *	
Enter Self/Spouse/Dependent Name	
Relation *	
Select Option 🔻	
Cash & Bank Balance *	
Enter Cash in Bank	
Insurance*	
Enter Insurance	
Fixed Deposit *	
Enter Fixed Deposit	

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

Welcome, TESTUSER   Profile   Profile   Details of Dependent   Movable Property   Movable Prope	PROPERTY RETURNS - USER (For t	he best vi	ew use G	oogle Ch	nome o	r Mozilla Firefo	ox browser)	*					LAST LOGIN   28-01-2	020 1:11:1	2 PM   V	3.1 Logou
Profile            Profile            Implie            Implie            Implie            Implie            Implie            Implie            Implie            Implie		State	ement	of In	nmov	vable Pro	operty (	(e.g.Lo	ands,Ho	use,Sh	ops,Other B	uildings,	.etc)			
• Details of Dependent       Second       <	Profile	Crec	ate or	Fetch	From F	Prevoius Yeo	ar Details	<	$\leq$							
Movable Property       Si       Action       Year       Staff       Description       Precise       Area       Landin       Candin       Date of Landin       Date of Landin <td>Details of Dependent</td> <td>10</td> <td>▼ rec</td> <td>ords per</td> <td>page</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Sear</td> <td>rch:</td> <td></td> <td></td> <td></td> <td></td>	Details of Dependent	10	▼ rec	ords per	page						Sear	rch:				
Immovable Property     Mod     Mod     Mod     Mod     Mod     Mod     Mod     Mod     Mode     Moderny       > Debts and Other Liabilities     Showing 0 to 0 of 0 entries     Showing 0 to 0 of 0 entries     Previous     Next     Image: Control of Control	Movable Property	SI. No.	Action	Year				of	Land in case of	of	Public Servent,State in		Purchase,Mortage,lease,Inheritance)	nd Value of the	Annual Income	Remarks
Showing 0 to 0 of 0 entries       Final Check & Submission       Change Password	Immovable Property	No	data avail	able in te	able				Property		Held			Property	Property	
Change Password	Debts and Other Liabilities	Show	ing 0 to 0	of 0 entr	ios											
Change Password	Final Check & Submission										Pr	revious Ne	ext			
Logout	Change Password	•														÷
	Logout															

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.

Welcome, TESTUSER	Statement c	f Immo	ovable Prope	rty (e.g.l	.ands,F	louse,Shoj	os,Oth	er Buildings,etc	c)				
Profile	Create or Fe	tch From	Prevoius Year De	etails									
Details of Dependent	10 v recor	ds per page						Searc	sh:				
Movable Property	SL Action		tot Description No. of Property	Precise Location	Area of Land	Nature of Land in case of landed Property	Extent of Intrest	If Not in Name of Public Servent,State in Whose Name Held	Date of Acquisition	How Acquired(Whether by Purchase,Mortage,Jeose,Inheritance)and Name with Details	Present Value of the Property	Total Annual Income From the Property	Remarks
Immovable Property	1 Edit Delote	2021 TE	ST01 residential site	tpt	1800sq feet	nil	nil	nil	2019 August 16	purchase	50000	nil	nil
Debts and Other Liabilities	Showing1to1of1	ntries	/										
Final Check & Submission		/						Pro	vious 1	Next			
Change Password	4												•

Screen 2.1.3

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	
Pote of Acquisition *	

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

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 th	he best view use Goog	le Chrome or	Mozilla Firefox t	prowser)*		LAST LOG	N   28-01-2020 1:11:12 PM	V 3.1 Logout
Welcome, TESTUSER	Statement o	f Debts (	and Other	Liabilities				
å Profile	Create or Fe	tch From P	revoius Year	Details				
Details of Dependent	10 v record	is per page			Searc	h		
Movable Property	SLNo. Actie	on Year	Staff No.	Debts(self/spouse of dependent children)		Name and Address of Creditor	Details of Transaction	Remarks
# Immovable Property	No data availabl							
Debts and Other Liabilities	Showing 0 to 0 of 0	entries			Pre	vious Next		
✓ Final Check & Submission	4							Þ
a, Change Password								
o Logout								

- 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.

PROPERTY RETURNS - USER (For the	best view us	e G <u>onzia Ch</u>	rome or Mozilla Eir	efox brou	usar)*				X	DGIN   28-01-2020 1:11:12 P	M   V 3.1 Logou
Welcome, TESTUSER		Prev	ious year De	əbts a	nd Oth	er Liabilities Details					
	tateme	SLNo.	Action	Year	Staff No.	Debts(self/spouse of dependent children)	Name and Address Creditor	of Details of Transaction	Remarks		
A Profile		or 1	Modify & Save	2020	TEST01	Self	nil	nil	niL		
Details of Dependent	10 🔻	]ro									
Movable Property	SLNo.	Action	Year Staff	ło.		Debts(self/spouse of dependent childre		Name and Address of	Creditor	Details of Transaction	Remarks
# Immovable Property											
✓ Final Chock & Submission											•
۹ Change Password											

Screen 2.3.1

PROPERTY RETURNS - USER (For the best view		ipx browser1							×	LAST LOGIN   28-01-2020 1:11:12 PM   V 3.1 Legout
Welcome, TESTUSER		Previo	ous year De	ebts ai	nd Oth	er Liabilities Details				
• ONLINE	ent of Debts and Oth	SLNo.	Action	Year	Staff No.	Dobts(solf/spouse of dependent children)	Name and Address of Creditor	Details of Transaction	Romarks	
A Profile		1	Madify & Sava	2020	TESTOI	Solf	nil	ni	nì.	
😤 Details of Dependent	Tecords per page	Yoar								
🚚 Movable Property	Action Year	2021								Dotails of Transaction Remarks
Immovable Property		Provious	fear •							
4 Debts and Other Liabilities		2020 Staff No.								
✓ Final Check & Submission		TESTO	1							,
4 Change Password		Dobts(sol	f/spouse of depe	indent chi	dron) •					
·		Self							۳	
ර් Logout		Name an	d Address of Cre	ditor *						
		nil								
		Nature of	debt/liability an	d amount*						
		nil								
		Remarks	•							
		nil.								
		Save	Close							

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.

PROPERTY RETURNS - USER (For s	the best view use Google Ch	rome or Mozilla Firefox	browser)*		LAST LOGIN	28-01-2020 1:11:12 PM	V 3.1 Logou
Welcome, TESTUSER	Statement of De	ebts and Othe	r Liabilities				
Profile	Create or Fetch	From Prevoius Year	Details				
Details of Dependent	10 v records par	aĝe		Search:			
Movable Property	SLNO. AC	ction Year	Staff No.	Debts(self/spouse of dependent children)	Name and Address of Creditor	Details of Transaction	Remarks
f Immovable Property	1 Edit	Delete 2021	TESTOI	Self	ni	ni	niL
Debts and Other Liabilities	Showing I to of I entries		,	Previous	s 1 Next		
<ul> <li>Final Check &amp; Submission</li> </ul>	4						۰.
& Change Password							
🖕 Logout							



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

#### Statement of Debts and Other Liabilities

Year	
2019	Note:* All the fields are mandatory. If no informaton is available please fill up with 'NIL'.
Staff No.	
036	
Debts(self/spouse of dependent children) *	
Select Option	
Name and Address of Creditor *	
Enter Name and Address of Creditor	
Details of Transaction *	
Enter Details of Transaction	
Remarks *	
Enter Remarks	
Save	

### 30. You may Edit Incorrect Details after Saved your Records

### Important: Edit Option Available in All Forms

	acords per p	page				Search:	
l 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

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)

SI. 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

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

Change Password	1
-----------------	---

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:	

Screen 2.7