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							
	PERTY RETURNS - USER (For the best view use Google Chrome or Mozilla Firefox browne or Mozilla F		Submitted Details										
mS)		SI. No	Name	Staff No	Year	Action							
Welcome, TESTUSER		1	TESTUSER	TEST01	2019	Download							
ONLINE	b, TESTUSER		TESTUSER	TEST01	2020	Download							
Profile	s	Select Option	ng New 'Propery Returns'	Ŧ									
Details of Dependent													
Movable Property													
Immovable Property													
ණු Debts & Other Liabilities													
& Change Password													
ບໍ Logout						English (India) English (India) keyboard To switch input methods, press Windows kev+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).

PROPERTY RETURNS - USER	(For the best view use Go	ogle Chrome or Mozilla Firefox brows		LAST LOGIN	28-01-2020 1:11:12 PM V 3.1 Logout
			etails		
mS	SI. No	Name	Staff No	Year	Action
Welcome, TESTUSER	1	TESTUSER	TESTOI	2019	Download
ONLINE	2	TESTUSER	TESTOI	2020	Download
🎍 Profile	Select year	entering New 'Propery Ret	urns'		K
Details of Dependent	Select Opt	tion	•		Already previous
Movable Property	2019 2020 2021				year submitted
Immovable Property	2022 2023		\leftarrow		property returns
Debts & Other Liabilities	2024 2025 2026				
& Change Password	2027 2028		Year ent	ering new	
Ů Logout	2029		property	/ returns detai	ils

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	ie 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 Datails	
Profile	10 v records per page	Search:
Details of Dependent	SL No Action Unit Year Staff No. Name Department	Designation Date of Joining Service to which belongs
💭 Movable Property	No data available in table	
Immovable Property	snowing u to u or u entries	Provious Noxt
🗿 Debts and Other Liabilities	(
✓ Final Check & Submission		
a 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 view			ſ	
Welcome TESTUSER		Previous year Assets Profile		
• ONLINE		Yoar*		
		2030		
A Profile		Provious Year*		
🖶 Details of Dependent	• records per page	2029		
Movable Property	o Action Unit Year	Unit •	Date of Joining	Service to which belongs
		Corporate		
 Immovable Property 		Staff No.*		
4 Debts and Other Liabilities		TESTOI		
✓ Final Check & Submission		Name *		•
4. Change Password		TESTUSER		
- Changerounned		Department*		
() Logout		ISIT		
		Designation •		
		WEB DEVELOPERI		
		Date Of Joining *		
		02-01-2020		
		Service to which Belongs(if applicable) • Not Applicable T		
_		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.

PROPERTY RETURNS - USER (For	the best view use Go	ogle Chrome or M	ozilla Firefox	browser)*			LAST LOC	GIN 28-01-2020	0 1:11:12 PM V 3.1 Logout
Welcome, TESTUSER • ORLINE	Profile De	t ails rds per page			_	_	Soarch:		
Profile	SL No Action	n 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 I to La	ontries					Previous 1 Nex	t	
Immovable Property	<								Þ
Debts and Other Liabilities									
✓ Final Check & Submission									
at Change Password									
th Locout									



Year *	
2019	
Jnit •	
Corporate Marketing	
staff No. •	
036	
lame *	
TEST08	
Department *	
Enter Department	
Designation *	
Enter Designation	
Service to which Belongs(if app	licable) • - Select Options- V
Submit	

Add Profile



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

PROPERTY RETURNS - USER (For t	he 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 Prevoius Year Details		
A Profile	10 Tecords per page	Search:	
😤 Details of Dependent	SL.No. Action Year Staff No. Relation Name	Public Position Held,if any	Whether Return Being Filled by him/her.Soparately
🛲 Movable Property	No data available in table		
# Immovable Property		Previous	us Noxt
Debts and Other Liabilities	4		,
✓ Final Check & Submission			
a Change Password			
v			

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	Previo	he best view use G ous year Dep	ende	ent Deto	orilla Firefo ails	* hrowser)		11571068113	×		
Welcome, TESTUSER	SI. No.	Action Modify & Save	Year 2020	Staff No. TEST01	Relation 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		SI A Acti	on Y	ear Stat	ff No. Re	lation Nam	Public Position Held	jf any Whether Retur	n Being Filled by hi	m/her,Separately	
💭 Movable Property		Shot ing C to 0									
# Immovable Property											
Debts and Other Liabilities										•	
✓ Final Check & Submission											
4 Change Password											
(h Locout	¥										

Screen 1.6 .1

PROPERTY RETURNS - USER (For the be	est view use Google Chr	pme or Mo	zilla Firefox browse	e]+						LAST LOGIN 28-01-2020 1:11:12 PM V 3.1 Logout				
Welcome, TESTUSER		Previ	ous year De	pende	ent Det	ails			Ä					
• ONLINE	tails of Depen	SI. 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	TEST01	Father	Janakiram K	NIL	No					
🗑 Details of Dependent	10 🔻 records per	Is of Door Is of Door Is water action Is water action action Is water action action action Is water action action action action action Is water action acti												
🐖 Movable Property	SLNo. Action	Is of Dopor Is na Action Yee Yee Is na Action Yee Is na No Is na Is na Action Yee Is na Is na Action Yee Is na No Is na												
🕷 Immovable Property		2020	l											
4 Debts and Other Liabilities		Staff No.	•											
✓ Final Check & Submission		TEST	ious year Dependent Details											
4. Change Password		Fath	• ner						Ŧ					
() Logout		Name *												
		Jana	ikiram K											
		Public Po	osition Held, if any *											
		Whether	Potum Bolog Filled I	w bim b	or Soparate	aby • No		1						
		Save	Close		or, oopuluu			_						
		Suvu	0.050											



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	Details o	f Dependent	t revolus V	ear Details					
Profile Profile Profile	10 v	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	

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 Pi	rope	rty													
Profile	Crea	ite or	Fetch	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 c	data availe	able in t	able													
Debts and Other Liabilities	Show	ing 0 to 0 o	of 0 ent	ries						Prev	rious Next						
✓ Final Check & Submission	4																Þ
A _t 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	hest vir	ew use Goog	le Chrome or	Mozilla	Firefox h	rowser)#					LACTIC		×	31-2020 1:1	L1:12 PM	л v з.:	L Logou	ıt
Welcome, TESTUSER	Prev	vious ye	ar Moval	ble Pr	opert	y Details												
	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	TESTOI	self	Self	10000000000	nil	nil	nil	nil						
Details of Dependent		Save																
Movable Property	4	Δ					Balance	-	ap ann		1.0.100	Fund	+	Other Investments, if any	Personal Loans	Motor Vehicles	Golc	
Immovable Property		/	e in table															
	SHOW		Turos															
Final Check & Submission		ш															•	
th Logarit																		

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	rds 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
④ Debts and Other Liabilities	Showing 1 to 1 of 1	entrip																
✓ Final Check & Submission									Pro	avious 1 N	lext							
4 Change Password	4																	+
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)

ROPERTY RETURNS - USER (For	the best vi	ew use Go	oogle Ch	rome o	r Mozilla Firefo	ox browser)	*					LAST LOGIN 28-01-20	20 1:11:1	2 PM V	3.1 Logou
Welcome, TESTUSER	State	ement	of In	nmov	able Prc	operty ((e.g.Lo	ands,Ho	use,Sh	iops,Other B	uildings	,etc)			
Profile		ite or	Fetch	From F	Prevoius Yeo	ar Details	<	\leq							
Details of Dependent	10	v lec	ords per	page						Sear	rch:				
Movable Property	SI. NO.	Action	Year	Staff No.	Description of Property	Precise Location	Area of Land	Nature of Land in case of landed	Extent of Intrest	If Not in Name of Public Servent,State in Whose Name	Date of Acquisition	How Acquired(Whether by Purchase,Mortage,Jease,Inheritance)ar Name with Details	d Present Value of the	Total Annual Income From the	Remarks
Immovable Property	No	data avail	able in te	able				Property		Held			Property	Property	
Debts and Other Liabilities	Show	ing 0 to 0	of 0 entr	ios											
Final Check & Submission										Pr	evious Ne	oxt			
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.

🇞 harika_crp© x 🔇 ITI Limited x €	Э ITI (Limited · ×	©	ITI Limit	ted 🗙 📴	3 Immova	able ×	😫 Onlin	ne PRO	🗙 🏊 ITI Lii	mited ×	🦣 ITI Limited 🗙 🛛 New Tab	×	+		- 6	J ×
← → C ☆ ③ Not secure 10.*	12.1.8,	/property_	return	s/view_s	statement_c	of_immova	able_pro	perty.php	2						e	1 \$	Θ:
🗰 Apps 📙 iti web 📃 new web site styles	s		_														
PROPERTY RETURNS - USER (For the b	iest vie	w use Goop	le Chron	he or Me	tilla Firefox br	nwser)*						LAST LOOM LOO	91-2020				ogout
	Prev	/ious ye	ar Im	mova	ble Prope	ərty Det	rails										
ONLINE								Nature		If Not in							
Profile	SL NO.	Action	Year	Staff No.	Description of Property	Precise Location	Area of Land	in case of landed Property	Extent of Intrest	Public Servent,State in Whose Name Held	Date of Acquisition	How Acquired(Whether b Purchase,Mortage,Jease,Inherita Name with Details					
Tetails of the second s	1	Modify &	2020	TEST01	residential site	tpt	1800sq feet	nil	nil	nil	2019 August 16	purchase					
	4	Save										Þ)and 1	esent lue of the	Total Annual Income From the	Remarks	
🐗 Immovable Property	No c	ata availabi	e in tabl												Property		
Debts and Other Liabilities																	
✓ Final Check & Submission																	
4 Change Password																-	
O Logout																	
🔳 🔎 O 🛱 🧮 🧿		ع د	0	=	2 🛛 🛛									~ @	⊄× ENG	15:53 28-01-20	20 🖣

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.

PROPERTY RETURNS - USER (For t	the best view use Goo	ogle Chroi	me or Mo	zilla Firefox brov	wser)*						LAST LOGIN 28-01-	2020 1:11	12 PM V	3.1 Logo
Welcome, TESTUSER	Statement	of Imr	novat	ole Proper	ty (e.g.L	ands,H	louse,Shoj	ps,Oth	er Buildings,et	c)				
🌢 Profile	Create or F	etch Fr	om Prev	oius Year De	tails									
Year Details of Dependent	10 v reco	rds per p	age						Sear	ch:				
Movable Property	SL Action	Year	Stori No.	Description of Property	Precise Location	Area of Land	Nature of Land in case of landed	Extent of Intrest	If Not in Name of Public ServentState in Whose Name	Date of Acquisition	How Acquired(Whether by Purchase,Mortage,Jease,Inheritance)and Name with Details	Present Value of the	Total Annual Income From the Property	Remarks
# Immovable Property	1 Edit	2021	TESTO	residential site	tpt	1800sq feet	nil	nil	nil	2019 August 16	purchase	50000	nil	nil
Debts and Other Liabilities	Delete													
 Final Check & Submission 	annengruorori	enuids							Pr	evious 1	Next			
& Change Password	4													•
ዕ Logout														

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	
Posto of Acculation *	

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	ne best view use Goo	gle Chrome or	Mozilla Firefox b	prowser)*		LAST LOG	N 28-01-2020 1:11:12 PM	V 3.1 Logout
Welcome, TESTUSER	Statement o	of Debts d	ind Other	Liabilities				
Profile	Create or F	etch From P	revoius Year	Details				
Details of Dependent	10 v recor	ds per page			Searc	h:		
Movable Property	SLNo. Act	on Year	Staff No.	Debts(self/spouse of dependent children)		Name and Address of Creditor	Details of Transaction	Remarks
a Immovable Property	No data availab	le in table						
Debts and Other Liabilities	Showing 0 to 0 of	D entries			Pre	vious Next		
✓ Final Check & Submission	4							×
a, Change Password								
C 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.

		e G <u>oorle Ch</u>	rome or Mozilla Eir	efox bros	user)*					OGIN 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	s of Details of Transaction	Remarks		
A Profile		or 1	Modify & Save	2020	TEST01	Self	nil	nil	niL		
🗑 Details of Dependent	10	re									
a 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				
	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								
✓ 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	the best view use Google Chr	ome or Mozilla Firefox b	rowser)*			N 28-01-2020 1:11:12 PM	I V 3.1 Logou
Welcome, TESTUSER	Statement of De	bts and Other	Liabilities				
🌢 Profile	Create or Fetch F	irom Prevoius Year [Details				
Details of Dependent	10 v records per	aâe		Search:			
Movable Property	SLNo. Act	ion Year	Staff No.	Debts(self/spouse of dependent children)	Name and Address of Creditor	Details of Transaction	Remarks
# Immovable Property	1 Edit i	Delete 2021	TESTOI	Self	nil	nil	niL
n Debts and Other Liabilities	Showing 1 to of 1 entries			Previou	is 1 Next		
 Final Check & Submission 	4						•
a, Change Password							
ර 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

10 v records per 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)

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

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
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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