

ONLINE PROPERTY RETURNS

-USER MANUAL -ver 2.0

Summary:

The URL is <http://propertyreturns.itilt-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.

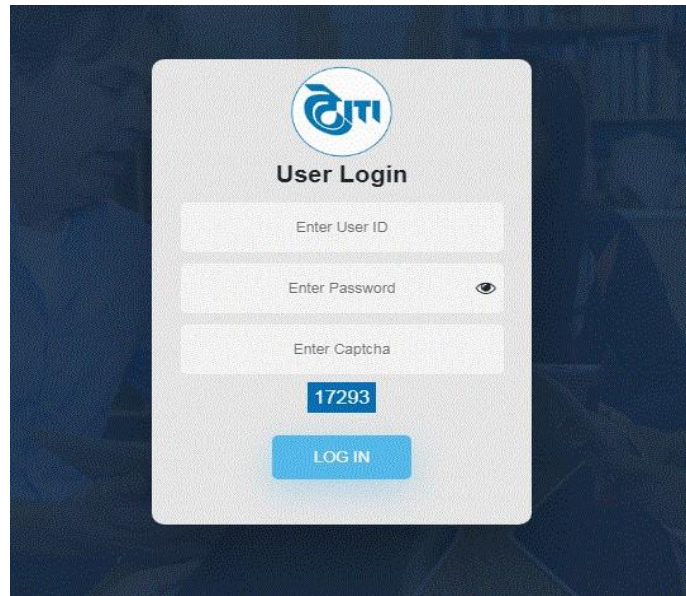
After checking, at the end of the same screen you will find a 'Submit' button for submitting your data.

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:

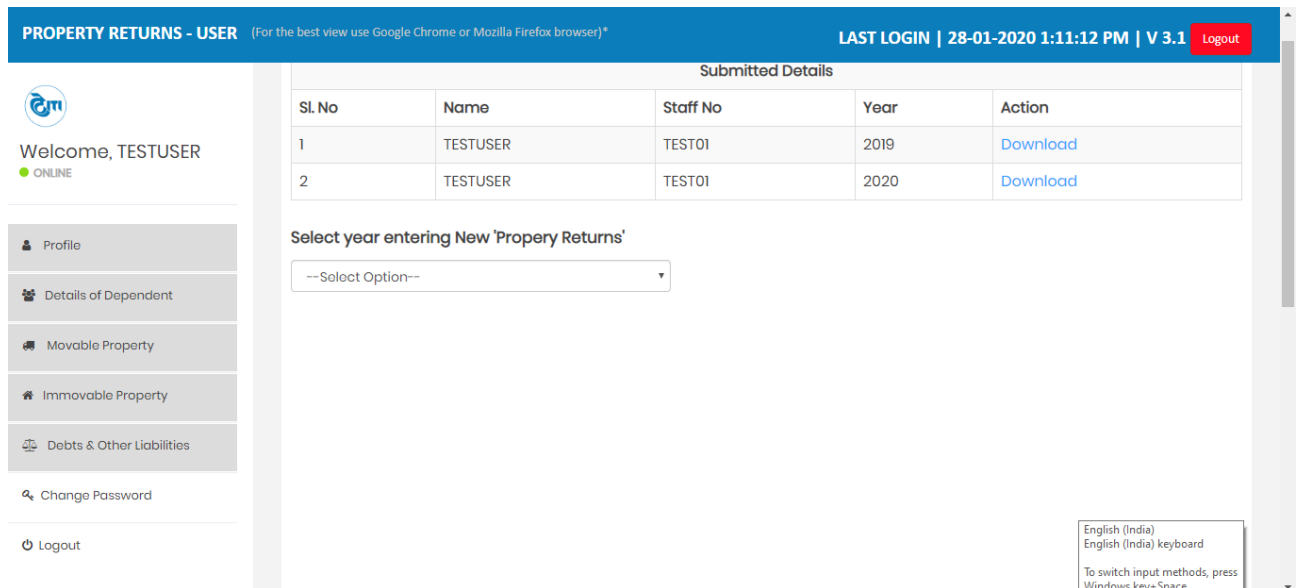
1. The User will get a User Login Screen as shown in the Screen 1.1.



The User Login screen features a central white card on a dark blue background. At the top of the card is the 'ITI' logo, followed by the title 'User Login'. Below the title are three input fields: 'Enter User ID', 'Enter Password' (with a toggle eye icon), and 'Enter Captcha'. The captcha field displays the number '17293'. At the bottom of the card is a blue 'LOG IN' button.

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).



The main menu interface has a blue header bar with the text 'PROPERTY RETURNS - USER' and a note '(For the best view use Google Chrome or Mozilla Firefox browser)*'. On the right of the header, it shows 'LAST LOGIN | 28-01-2020 1:11:12 PM | V 3.1' and a red 'Logout' button. The left sidebar contains a 'Welcome, TESTUSER' message with an 'ONLINE' status indicator, followed by a list of menu items: Profile, Details of Dependent, Movable Property, Immovable Property, Debts & Other Liabilities, Change Password, and Logout. The main content area is titled 'Submitted Details' and contains a table with two rows of data. Below the table is a section titled 'Select year entering New 'Property Returns'' with a dropdown menu currently set to '--Select Option--'. A small tooltip in the bottom right corner provides keyboard instructions for switching input methods.

Sl. No	Name	Staff No	Year	Action
1	TESTUSER	TEST01	2019	Download
2	TESTUSER	TEST01	2020	Download

Select year entering New 'Property Returns'

--Select Option--


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).

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 & Other Liabilities

Change Password

Logout

Submitted Details

Sl. No	Name	Staff No	Year	Action
1	TESTUSER	TEST01	2019	Download
2	TESTUSER	TEST01	2020	Download

Select year entering New 'Property Returns'

--Select Option--
--Select Option--
2019
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
2030

←

Year entering new property returns details


↖

Already previous year submitted property returns

Screen 1.3

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 & Other Liabilities

Change Password

Logout

Submitted Details

Sl. No	Name	Staff No	Year	Action
1	TESTUSER	TEST01	2019	Download
2	TESTUSER	TEST01	2020	Download

Select year entering New 'Property Returns'

2030

↖

Already previous year submitted property returns

←

Year entering new property returns details

All the following section have to filled up:

[Click here to enter Profile details](#)
[Click here to enter enter Dependent details](#)
[Click here to enter Movable Property details](#)
[Click here to enter Immovable Property details](#)
[Click here to enter Debts and Other Liabilities details](#)

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)

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

Profile Details

Create or Fetch From Previous Year Details

10 records per page

Search:

Sl.No	Action	Unit	Year	Staff No.	Name	Department	Designation	Date of Joining	Service to which belongs
No data available in table									

Showing 0 to 0 of 0 entries

Previous Next

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 use Google Chrome or Mozilla Firefox browser)*

LAST LOGIN | 28-01-2020 1:11:12 PM | V 3.1 Logout

Welcome, TESTUSER
● ONLINE

Previous year Assets Profile

Year *
2030

Previous Year *
2020

Unit *
Corporate

Staff No. *
TEST01

Name *
TESTUSER

Department *
ISIT

Designation *
WEB DEVELOPER

Date of joining *
02-01-2020

Service to which Belongs (if applicable) * (Not Applicable)


Save Close

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.

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

Profile Details

10 records per page

Search:

Sl.No	Action	Unit	Year	Staff No.	Name	Department	Designation	Date of Joining	Service to which belongs
1	Edit	Corporate	2030	TEST01	TESTUSER	ISIT	WEB DEVELOPERI	02-01-2020	Not Applicable

Showing 1 to 1 entries

Previous

1

Next

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

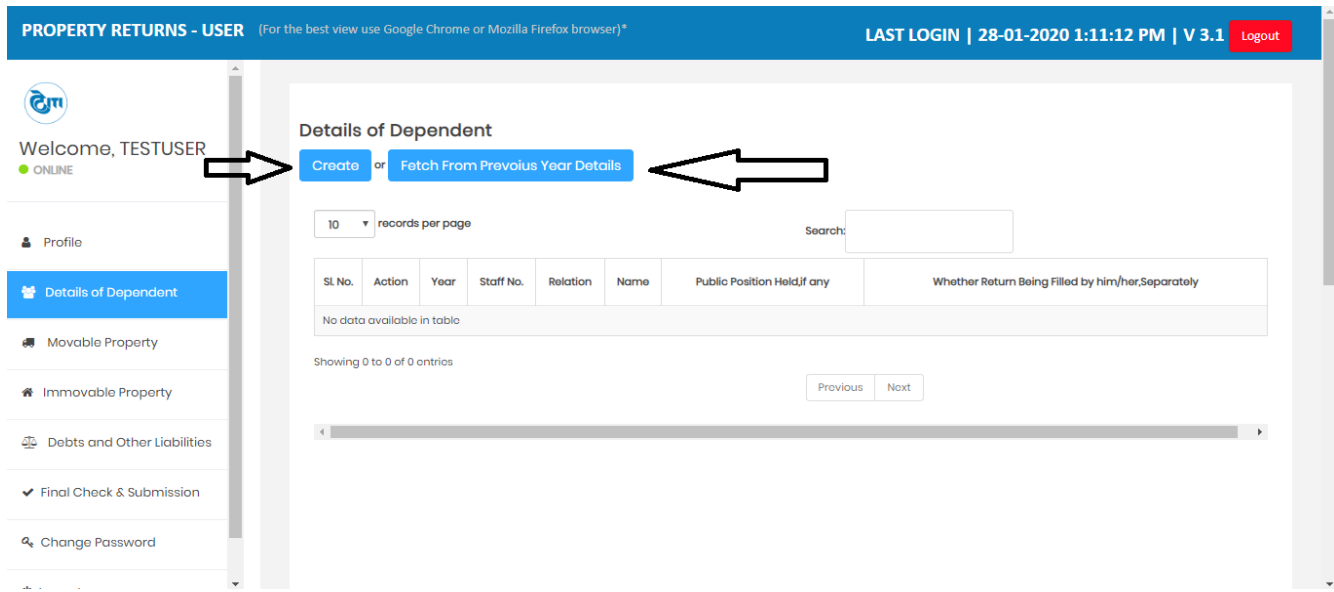
Service to which Belongs(if applicable) *

- Select Options- ▼

Submit

Screen 1.5

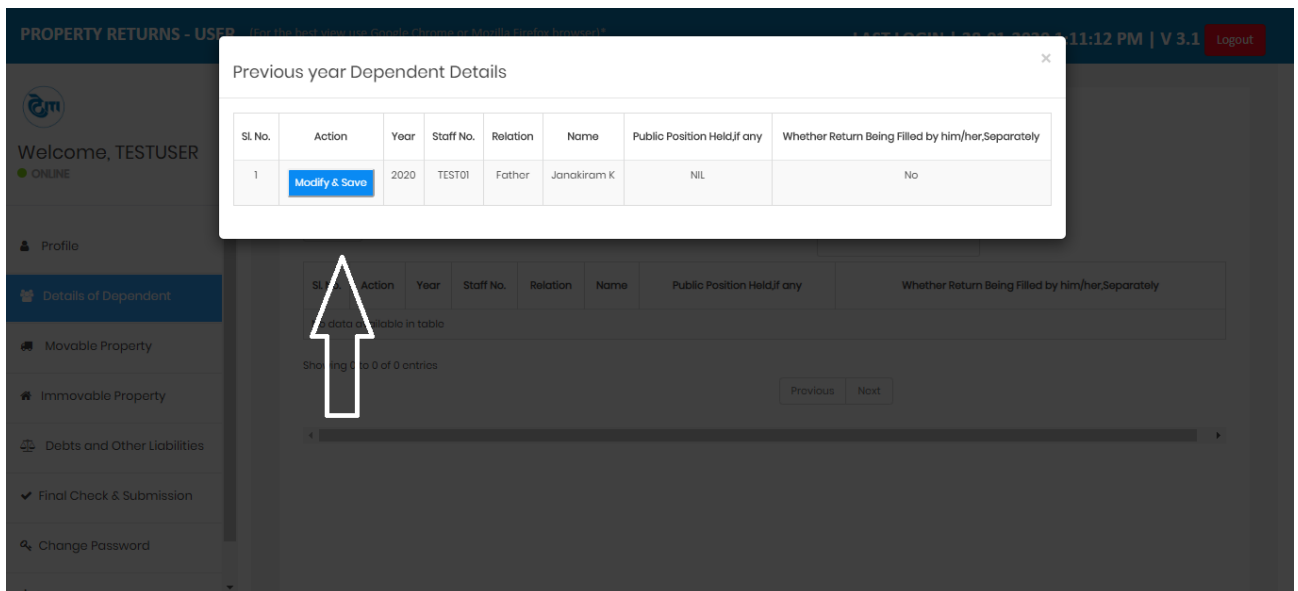
10. **Create New Details of Dependent (Click On - Click here to enter Dependent Details)**



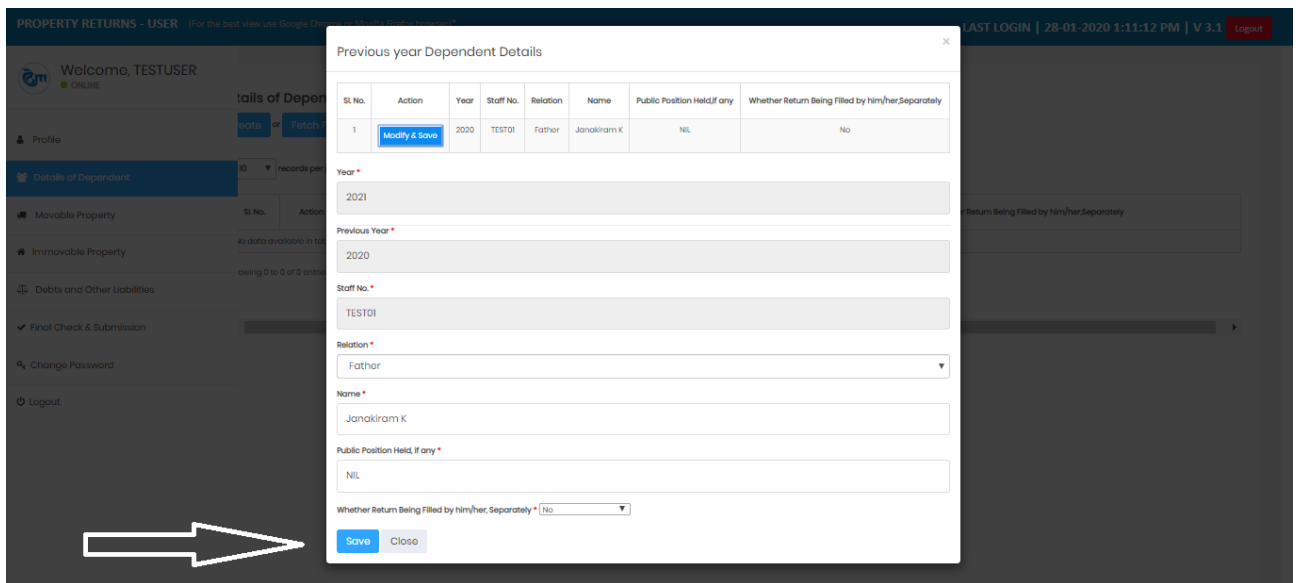
Screen 1.6

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.

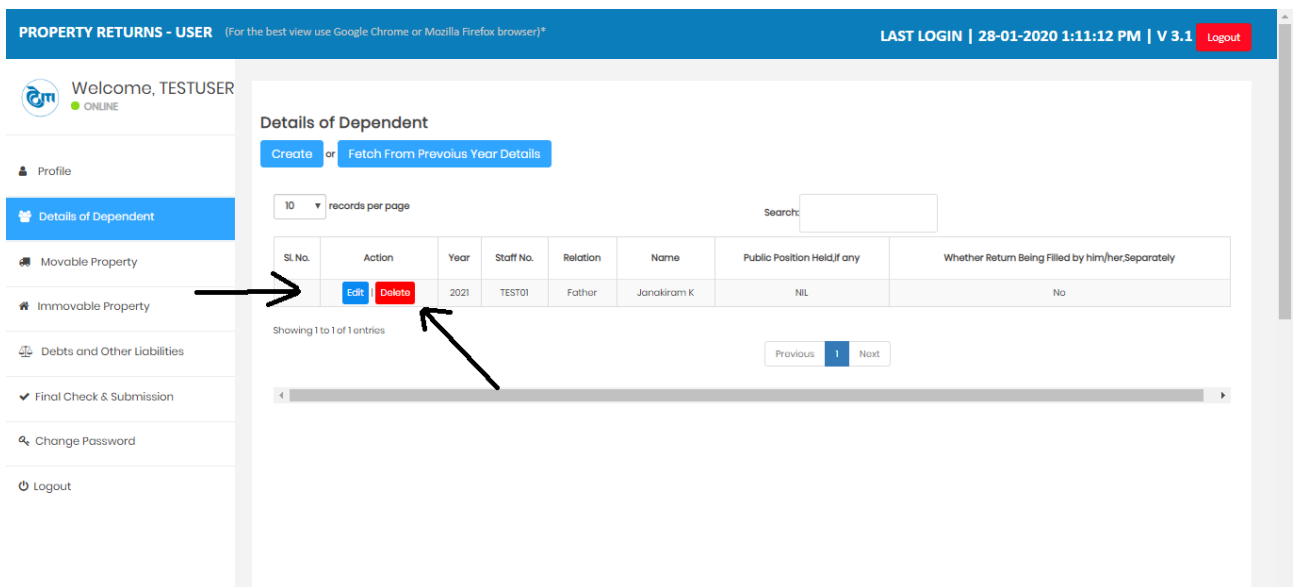


Screen 1.6 .1



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 information 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)

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

Movable Property

Create or Fetch From Previous Year Details

10 records per page

Search:

Sl. 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
No data available in table																

Showing 0 to 0 of 0 entries

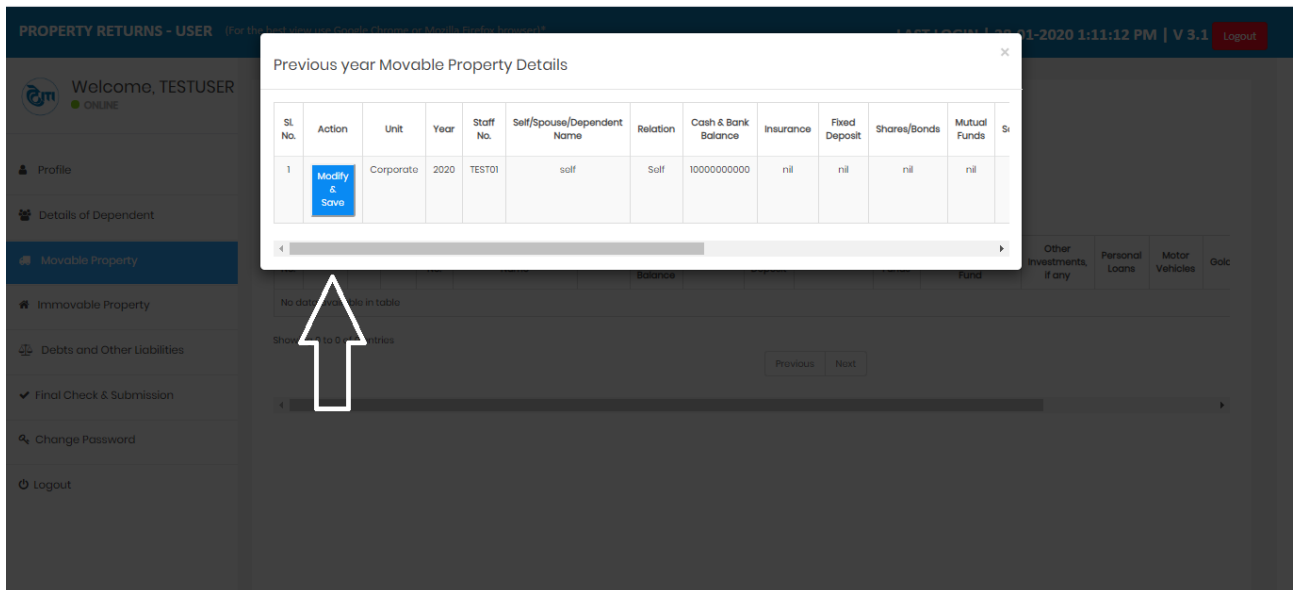
Previous Next

Screen 1.8

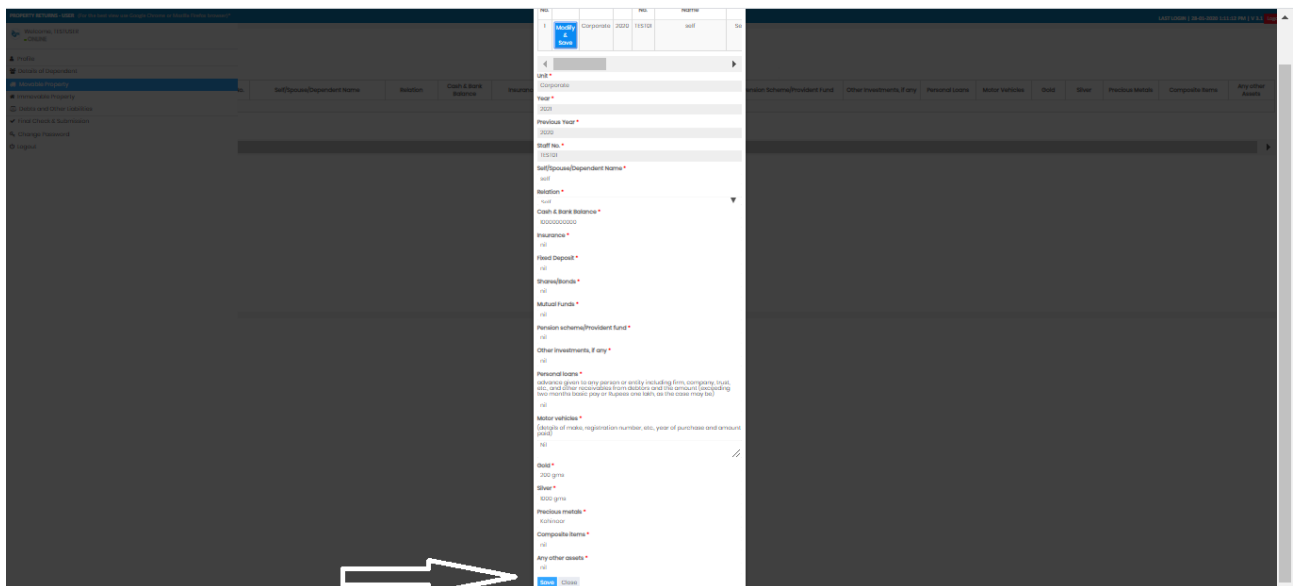
16. In above image (screen 1.8), here we have two buttons like one is “Create” and another one is “Fetch from previous year details”.

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.

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

Movable Property

Create or Fetch From Previous Year Details

10 records per page

Search:

Sl. 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	Silver	Prepaid Meta
	<div>Edit</div> <div>Delete</div>	Corporate	2021	TEST01	self	Self	10000000000	nil	nil	nil	nil	nil	nil	nil	nil	200 gms	1000 gms	Kohini

Showing 1 to 1 of 1 entries

Previous 1 Next

Screen 1.8.3

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

Movable Property

Unit *

Corporate Marketing

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

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

Screen 1.9

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

Profile

Details of Dependent

Movable Property

Immovable Property

Debts and Other Liabilities

Final Check & Submission

Change Password

Logout

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

Create or Fetch From Previous Year Details

10 records per page

Search:

SL No.	Action	Year	Staff No.	Description of Property	Precise Location	Area of Land	Nature of Land in case of landed Property	Extent of Interest	If Not in Name of Public Servant, State in Whose Name Held	Date of Acquisition	How Acquired(Whether by Purchase,Mortgage,lease,inheritance)and Name with Details	Present Value of the Property	Total Annual Income From the Property	Remarks
No data available in table														

Showing 0 to 0 of 0 entries

Previous Next

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.

Previous year Immovable Property Details

SL No.	Action	Year	Staff No.	Description of Property	Precise Location	Area of Land	Nature of Land in case of landed Property	Extent of Interest	If Not in Name of Public Servant, State in Whose Name Held	Date of Acquisition	How Acquired(Whether b Purchase,Mortgage,lease,inheritance)and Name with Details	Present Value of the Property	Total Annual Income From the Property	Remarks
1	Modify & Save	2020	TEST01	residential site	tpt	1800sq foot	nil	nil	nil	2019 August 16	purchase			

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

Screen 2.1.1

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

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

Create Fetch From Previous Year Details

10 records per page

Sl. No.	Action	Year	Staff No.	Description of Property	Precise Location	Area of Land	Nature of Land in case of landed Property	Extent of Interest	If Not in Name of Public Servant,State in Whose Name Held	Date of Acquisition	How Acquired(Whether by Purchase,Mortgage,lease,inheritance)and Name with Details	Present Value of the Property	Total Annual Income from the Property	Remarks
1	Edit	2021	TEST01	residential site	tpt	1800sq feet	nil	nil	nil	2019 August 16	purchase	50000	nil	nil

Showing 1 to 1 of 1 entries

Previous 1 Next

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 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

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

Create Fetch From Previous Year Details

10 records per page

Sl. No.	Action	Year	Staff No.	Description of Property	Precise Location	Area of Land	Nature of Land in case of landed Property	Extent of Interest	If Not in Name of Public Servant,State in Whose Name Held	Date of Acquisition	How Acquired(Whether by Purchase,Mortgage,lease,inheritance)and Name with Details	Present Value of the Property	Total Annual Income from the Property	Remarks
1	Edit	2021	TEST01	residential site	tpt	1800sq feet	nil	nil	nil	2019 August 16	purchase	50000	nil	nil

Showing 1 to 1 of 1 entries

Previous 1 Next

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 *

Staff No. *

Description 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 *

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

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**

Statement of Debts and Other Liabilities

[Create](#) or [Fetch From Previous 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](#)

[Profile](#) [Details of Dependent](#) [Movable Property](#) [Immovable Property](#) [Debts and Other Liabilities](#) [Final Check & Submission](#) [Change Password](#) [Logout](#)

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.

PROPERTY RETURNS - USER (For the best view use Google Chrome or Mozilla Firefox browser)

Welcome, TESTUSER ONLINE

LAST LOGIN | 28-01-2020 1:11:12 PM | V 3.1 Logout

Previous year Debts and Other Liabilities Details

Sl.No.	Action	Year	Staff No.	Debts(self/spouse of dependent children)	Name and Address of Creditor	Details of Transaction	Remarks
1	Modify & Save	2020	TEST01	Self	nil	nil	nil

Showing 0 to 0 of 0 entries

Previous Next

Screen 2.3.1

PROPERTY RETURNS - USER (For the best view use Google Chrome or Mozilla Firefox browser)

Welcome, TESTUSER ONLINE

LAST LOGIN | 28-01-2020 1:11:12 PM | V 3.1 Logout

Previous year Debts and Other Liabilities Details

Sl.No.	Action	Year	Staff No.	Debts(self/spouse of dependent children)	Name and Address of Creditor	Details of Transaction	Remarks
1	Modify & Save	2020	TEST01	Self	nil	nil	nil

Year

2021

Previous Year *

2020

Staff No.

TEST01

Debts(self/spouse of dependent children) *

Self

Name and Address of Creditor *

nil

Nature of debt/liability and 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 Chrome or Mozilla Firefox browser)*

LAST LOGIN | 28-01-2020 1:11:12 PM | V 3.1 Logout

Welcome, TESTUSER ONLINE

Statement of Debts and Other Liabilities

Create or Fetch From Previous Year Details

10 records per page Search:

S.No.	Action	Year	Staff No.	Debts(self/spouse of dependent children)	Name and Address of Creditor	Details of Transaction	Remarks
1	Edit Delete	2021	TEST01	Self	nil	nil	nil

Showing 1 to 1 of 1 entries

Previous 1 Next

Final Check & Submission

Change Password

Logout

Screen 2.3.3

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

Statement of Debts and Other Liabilities

Year

2019

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

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

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**

Name: **TEST08**

Department: **MARKETING**

Grade or Pay Scale: **G5**

Unit/Office: **Corporate Marketing**

Signature.....

Staff. No.:**036**

Designation: **CMO-MS**

Date of Joining:

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 new password: *

Re-enter your new password: *

Update Password

Screen 2.7