

User Manual

Annual Property Return

વાર્ષિક મિલકત પત્રક

Prepared for:



General Administration Department
Government of Gujarat

Prepared by:



Document Control

Revision History

Date of Submission	Author	Version
25-01-2023	Keta Patel	0.0
01-07-2023	Keta Patel	0.1
14-6-2024	Keta Patel	0.2

List of Reference Documents

Name of Document	Version
Annual Property Return	0.1

Affected Groups

Sr. No.	Name of Group
1	All Administrative Departments of GOG
2	All Head of Departments of GOG
3	Drawing and Disbursing Offices of GOG
4	All Districts Offices/ Departments of GOG

1. Annual Property Return Overview (વાર્ષિક પ્રોપર્ટી રીટર્ન ઓવરવ્યુ)

1.1. Objective (ઉદ્દેશ્ય)

The APR (Annual Property Return), is a suite of software applications used to manage/submit a return of all Movable, Immovable property as prescribed by the Government giving full details regarding the immovable or movable property inherited, owned, acquired or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

An APR module is a unique initiative as it provides all Movable, Immovable property return submission for all government employees that submitted to their respective service book in the HRMS 2.0. The employees should also be able to submit, dispose and update their property data any time.

એપીઆર (વાર્ષિક મિલકત વળતર), એ સોફ્ટવેર એપ્લિકેશન્સનું મોડ્યુલ છે જેનો ઉપયોગ સરકાર દ્વારા નિર્ધારિત તમામ જંગમ, સ્થાવર મિલકતના રિટર્નનું સંચાલન/સબમિટ કરવા માટે કરવામાં આવે છે, જે વારસામાં મળેલી, માલિકીની, હસ્તગત કે હસ્તગત કરેલી સ્થાવર અથવા જંગમ મિલકત અંગે લીઝ પર અથવા મોર્ટગેજ પર, કાં તો તેના પોતાના નામે અથવા તેના પરિવારના કોઈપણ સભ્યના નામે અથવા અન્ય કોઈ વ્યક્તિના નામે સંપૂર્ણ વિગતો આપે છે.

APR મોડ્યુલ એક પહેલ છે કારણ કે તે HRMS 2.0 માં તમામ સરકારી કર્મચારીઓ તેમની સંબંધિત સર્વિસ બુકમાં સબમિટ કરેલા તમામ જંગમ, સ્થાવર મિલકત રિટર્ન સબમિશન પ્રદાન કરે છે. કર્મચારીઓ કોઈપણ સમયે તેમનો પ્રોપર્ટી ડેટા સબમિટ, નિકાલ અને અપડેટ કરી શકશે.

1.2. Purpose of the document (ડોક્યુમેન્ટનો હેતુ)

This document aims to provide APR module in detailed broadly and capture all requirements developed. This document also captures process flow for the entire APR module and the various actors involved at each level of approval.

આ ડોક્યુમેન્ટનો ઉદ્દેશ્ય એપીઆર મોડ્યુલને વિસ્તૃત રીતે પ્રદાન કરવાનો છે અને તેમાં વિકસિત બધી આવશ્યકતાઓનો સમાવેશ થાય છે. આ ડોક્યુમેન્ટમાં સમગ્ર APR મોડ્યુલ અને મંજૂરીના દરેક સ્તરે સામેલ વિવિધ યુઝરઓ માટે પ્રક્રિયા પ્રવાહનો પણ સમાવેશ થાય છે.

- ❖ APR facilitate below features for immovable and movable property in HRME 2.0:
APR HRME 2.0 માં સ્થાવર અને જંગમ મિલકત માટે નીચેની સુવિધાઓ આપે છે:

1. Annual Property return submission (વાર્ષિક મિલકત રિટર્ન સબમિશન)

- User can submit the APR once in year for the both immovable & movable property approved through whole year. If user submit his/her APR between 1st January to 31st

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January for immediate previous year then 2 marks of APR submission will be calculated in PAR.

- Also the property which are included in APR will be managed in e-service book respective to that year.
- યુઝર આખા વર્ષ દરમિયાન મંજૂર થયેલી સ્થાવર અને જંગમ મિલકત માટે વર્ષમાં એકવાર APR સબમિટ કરી શકે છે. જો યુઝર 1લી જાન્યુઆરીથી 31મી જાન્યુઆરીની વચ્ચે તાત્કાલિક પાછલા વર્ષ માટે તેની/તેણીની APR સબમિટ કરે છે, તો APR સબમિશનના 2 માર્ક્સ PARમાં ગણવામાં આવશે.
- એપીઆરમાં સમાવિષ્ટ પ્રોપર્ટી તે વર્ષ સંબંધિત ઇ-સર્વિસ બુકમાં મેનેજ કરવામાં આવશે.

2. Immovable property (સ્થાવર મિલકત)

- Add Existing property (એડ એક્ઝિસ્ટીંગ પ્રોપર્ટી)
- Add New property (એડ ન્યૂ પ્રોપર્ટી)
- Change property detail (ચેન્જ પ્રોપર્ટી ડિટેઇલ)
- Cancel Property detail (કેન્સલ પ્રોપર્ટી ડિટેઇલ)
- Dispose property detail (ડિસ્પોઝ પ્રોપર્ટી ડિટેઇલ)
- Property history detail (પ્રોપર્ટી હિસ્ટરી ડિટેઇલ)

3. Movable property

- Add Existing property (એડ એક્ઝિસ્ટીંગ પ્રોપર્ટી)
- Add New property (એડ ન્યૂ પ્રોપર્ટી)
- Dispose property detail (ડિસ્પોઝ પ્રોપર્ટી ડિટેઇલ)
- Property history detail (પ્રોપર્ટી હિસ્ટરી ડિટેઇલ)

4. APR submission and all Immovable & Movable Property Approval Process (APR સબમિશન અને તમામ સ્થાવર અને જંગમ મિલકતની મંજૂરીની પ્રક્રિયા)

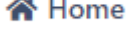
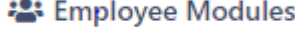
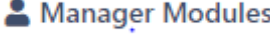
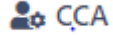


- Application & e-mail Notification (એપ્લિકેશન અને ઇ-મેલ નોટિફિકેશન)

1.3. **Intended Audience and Rights (ઇનટેન્ડેડ ઓડીએન્સ એન્ડ રાઇટ્સ)**

This document is for GOG administrative officials at Taluka, District and State level who have been the assigned the role of CCA/Approver by the Government. For example, CCA will forward this request to GAD or FD for verification then application creation, verification and approval roles and rights will be assigned to concern user.

આ ડોક્યુમેન્ટ તાલુકા, જિલ્લા અને રાજ્ય સ્તરે GOG વહીવટી અધિકારીઓ માટે છે જેમને સરકાર દ્વારા CCA/મંજૂરકર્તાની ભૂમિકા સોંપવામાં આવી છે. ઉદાહરણ તરીકે, CCA આ વિનંતીને GAD અથવા FD ને યકાસણી માટે ફોરવર્ડ કરશે પછી એપ્લિકેશન બનાવવી, યકાસણી અને મંજૂરીની ભૂમિકાઓ અને અધિકારો સંબંધિત યુઝરને સોંપવામાં આવશે.

1.4. Common Buttons/ Tabs in Application (એપ્લિકેશનમાં સામાન્ય બટનો/ટેબ્સ)

1. User will click on Home button and redirect to the dashboard
યુઝર હોમ બટન પર ક્લિક કરશે અને ડેશબોર્ડ પર રીડાયરેક્ટ કરશે 
2. User will click on Employee modules and access all employee related Modules
યુઝર કર્મચારી મોડ્યુલ્સ પર ક્લિક કરશે અને કર્મચારી સંબંધિત તમામ મોડ્યુલોને એક્સેસ કરશે 
3. User will click on Manager Module and access all approval request modules in which he is approver or verifier
યુઝર મેનેજર મોડ્યુલ પર ક્લિક કરશે અને તમામ મંજૂરી વિનંતીઓને એક્સેસ કરશે જેમાં તે મંજૂર કરનાર અથવા ચકાસણીકર્તા છે 
4. Click on CCA button and Only CCA user can access this.
ફક્ત CCA યુઝર જ આને એક્સેસ કરી શકે છે. 
5. Click to submit the Information to the verifier or approver
ચકાસણીકર્તા અથવા મંજૂરકર્તાને માહિતી સબમિટ કરવા માટે ક્લિક કરો 
6. Click on Choose file to upload any Document
કોઈપણ દસ્તાવેજ અપલોડ કરવા માટે ફાઇલ પસંદ કરો અને તેના પર ક્લિક કરો. 

You can drag and drop your files here for property attachment(image/pdf).

2. Login & Dashboard

2.1. Login (લોગીન)

There Options available to login in HRMS 2.0

1. Using Mobile No:

- Enter Mobile No (મોબાઇલ નંબર દાખલ કરો)
- Enter password (પાસવર્ડ દાખલ કરો)
- Enter Captcha (કેપ્ચા દાખલ કરો)
- Click on Login (Login પર ક્લિક કરો)
- User will Logged in by clicking on Login (યુઝર લોગીન બટન પર ક્લિક કરીને લોગ ઇન કરશે.)



The screenshot shows the Karmyogi Government of Gujarat login page. The 'Mobile' option is selected under the 'HRPN' section. The form includes fields for Mobile No, Password, and Captcha. There are also options for 'Forgot Password?', 'OTP', and 'TOTP'. A 'Login' button is at the bottom. Contact information for support is provided at the bottom of the form.

2. Using HRMS No:

- Enter HRPN No (એચ આર એમ એસ નંબર દાખલ કરો)
- Enter password (પાસવર્ડ દાખલ કરો)
- Enter Captcha (કેપ્ચા દાખલ કરો)
- Click on Login (Login પર ક્લિક કરો)
- User will Logged in by clicking on Login (યુઝર લોગીન બટન પર ક્લિક કરીને લોગ ઇન કરશે.)



The screenshot shows the Karmyogi Government of Gujarat login page. The 'HRPN' option is selected under the 'HRPN' section. The form includes fields for HRPN No, Password, and Captcha. There are also options for 'Forgot Password?', 'OTP', and 'TOTP'. A 'Login' button is at the bottom. Contact information for support is provided at the bottom of the form.

3. Using Personal Email ID No:

- Enter Personal Email Id (વ્યક્તિગત ઇમેલ આઈડી દાખલ કરો)
- Enter password (પાસવર્ડ દાખલ કરો)
- Enter Captcha (કેપ્ચા દાખલ કરો)
- Click on Login (Login પર ક્લિક કરો)
- User will Logged in by clicking on Login (યુઝર લોગિન બટન પર ક્લિક કરીને લોગ ઇન કરશે.)



KARMYOGI
GOVERNMENT OF GUJARAT

જય જય
ગરવી ગુજરાત

HRPN Mobile Email

Personal email

Password

Forgot Password?

8 + 7 = Captcha

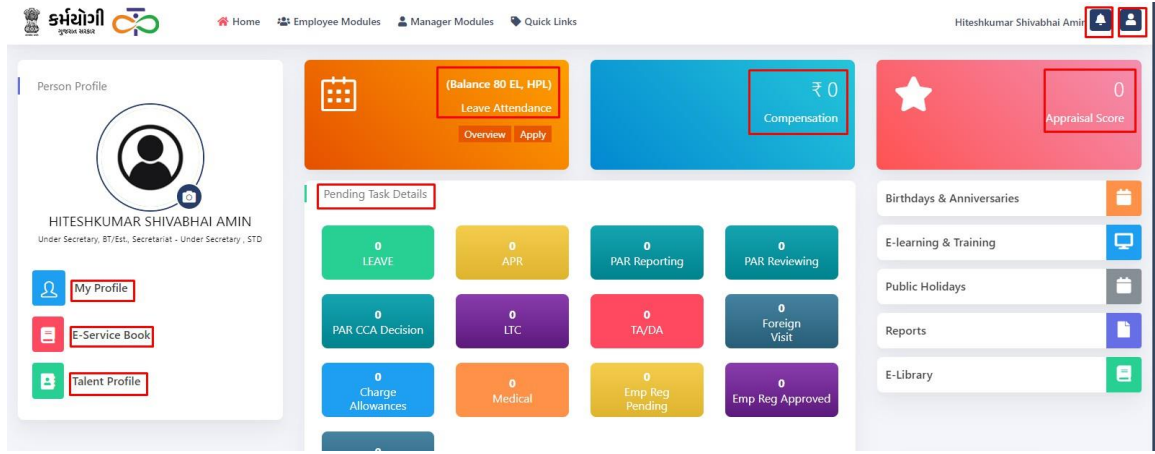
OTP TOTP

Enter TOTP Setup TOTP

Login

079 232 59237 karmyogi-support@gujarat.gov.in
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2.2. Dashboard (ડેશબોર્ડ)

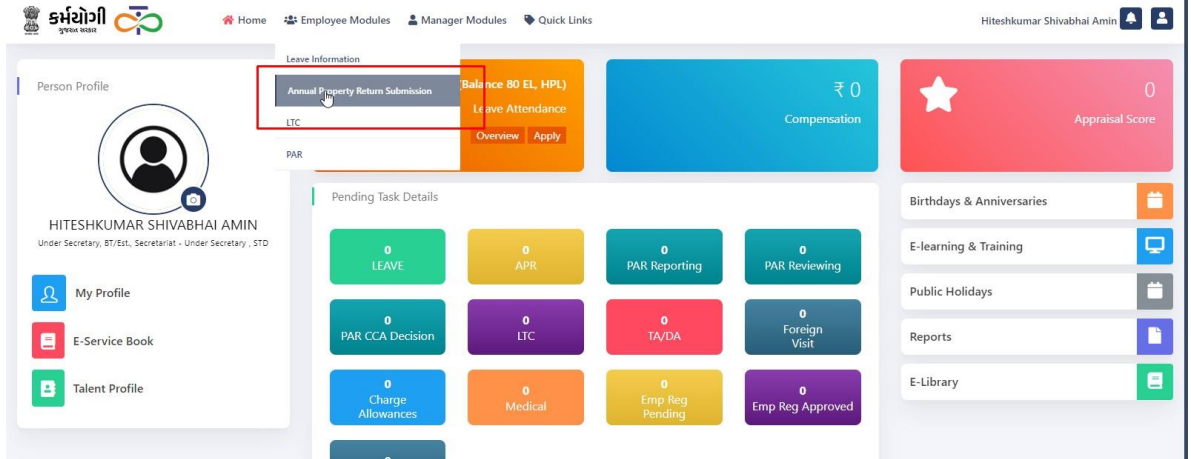


User can find the below functionalities from user dash board as per above screenshot:

- My Profile:** User can find profile detail by clicking here. (યુઝર અહીં ક્લિક કરીને પ્રોફાઇલ વિગતો શોધી શકે છે.)
- E-Service Book:** User can find e-Service book details by clicking here. (યુઝર અહીં ક્લિક કરીને ઇ-સર્વિસ બુકની વિગતો શોધી શકે છે.)
- Pending Task Detail:** User can find Module wise pending task detail by clicking to respective module block. (યુઝર સંબંધિત મોડ્યુલ બ્લોક પર ક્લિક કરીને મોડ્યુલ મુજબ પેન્ડિંગ કાર્યની વિગતો શોધી શકે છે.)
- My Task:** User can find pending task detail cumulative of all module by clicking my task. (યુઝર માય ટાસ્ક પર ક્લિક કરીને બધા મોડ્યુલની પેન્ડિંગ ટાસ્ક ડિટેલને શોધી શકે છે.)
- Notification:** User can find the notification of all module. (યુઝર તમામ મોડ્યુલની સૂચના શોધી શકે છે.)
- Camera icon:** User can change profile pic by clicking the camera icon. (યુઝર કેમેરા આઇકોન પર ક્લિક કરીને પ્રોફાઇલ પિક્ચર બદલી શકે છે.)
- User Icon:** User can find user guide, change password, switch user and logout by clicking user icon. (યુઝર યુઝર માર્ગદર્શિકાને દંડ કરી શકે છે, પાસવર્ડ બદલી શકે છે, યુઝરને સ્વિચ કરી શકે છે અને યુઝર આઇકોન પર ક્લિક કરીને લોગઆઉટ કરી શકે છે.)

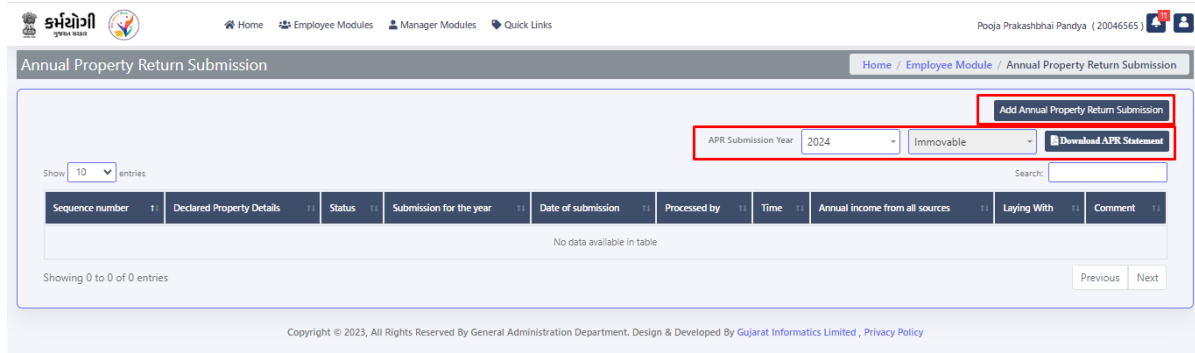
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- User will go to APR Module by clicking Employee Module-> Annual Property Return Submission (યુઝર કર્મચારી, મોડ્યુલ-> વાર્ષિક મિલકત રિટર્ન સબમિશન પર ક્લિક કરીને APR મોડ્યુલ પર જશે).



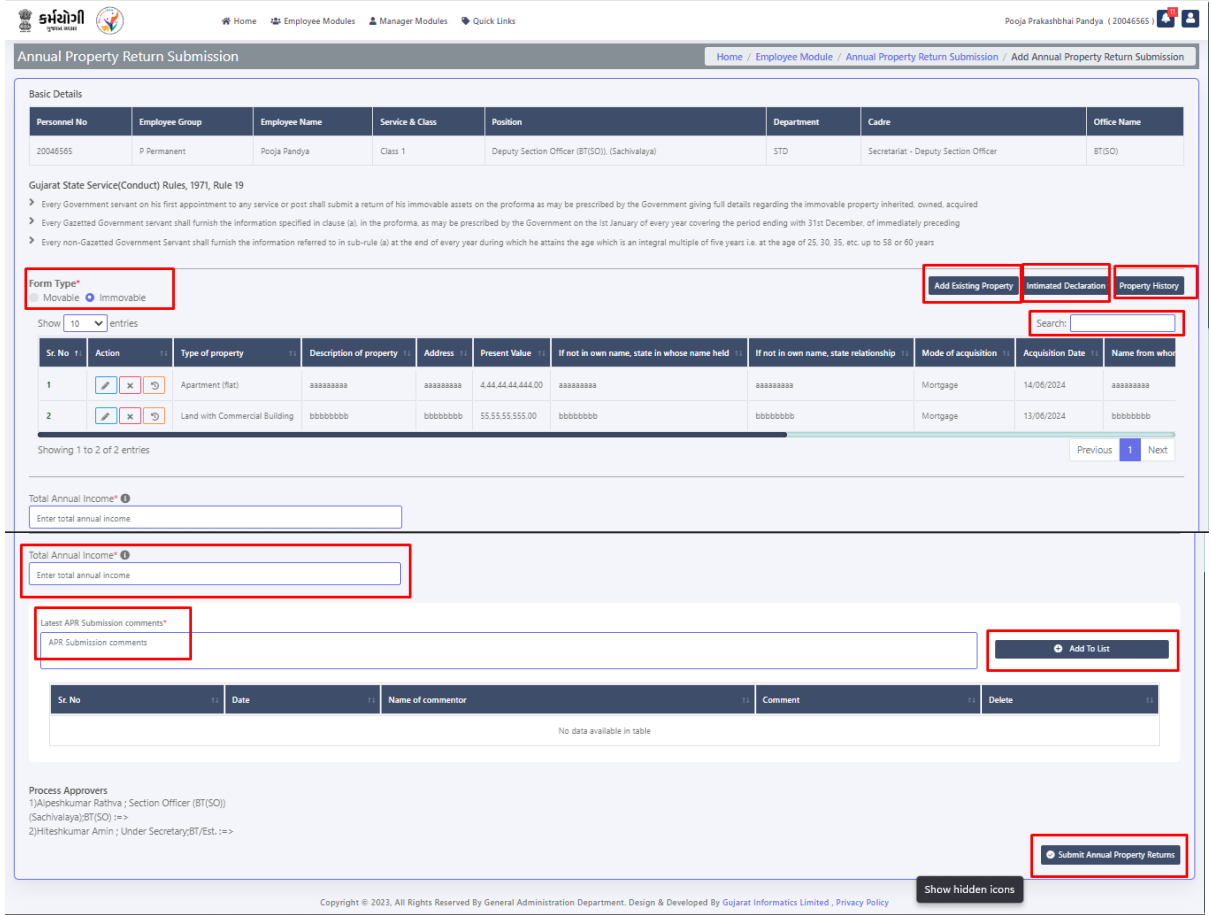
The screenshot shows the HRMS dashboard for Hiteshkumar Shivabhai Amin. The 'Annual Property Return Submission' module is highlighted in the 'Leave Information' section. Other visible modules include Balance 80 EL, HPL, Leave Attendance, Compensation, and Appraisal Score. The 'Pending Task Details' section shows various tasks like LEAVE, APR, PAR Reporting, PAR Reviewing, PAR CCA Decision, LTC, TA/DA, Foreign Visit, Charge Allowances, Medical, Emp Reg Pending, and Emp Reg Approved.

- Below is Annual Property return dashboard, by clicking Add Annual Property Return submission user can view Annual property return screen (નીચે વાર્ષિક પ્રોપર્ટી રીટર્ન ડેશબોર્ડ છે, એડ વાર્ષિક પ્રોપર્ટી રીટર્ન સબમિશન પર ક્લિક કરીને યુઝર વાર્ષિક પ્રોપર્ટી રીટર્ન સ્ક્રીન જોઈ શકે છે).
- APR statement Report (APR સ્ટેટમેન્ટ રિપોર્ટ):**
User can download APR statement Report for the selected year which can be selected from "APR year" field. It will download PDF file for immovable properties (યુઝર પસંદ કરેલ વર્ષ માટે APR સ્ટેટમેન્ટ રિપોર્ટ ડાઉનલોડ કરી શકે છે જેને "APR વર્ષ" ફીલ્ડમાંથી પસંદ કરી શકાય છે. તે સ્થાવર મિલકતો માટે પીડીએફ ફાઇલ ડાઉનલોડ કરશે).



The screenshot shows the 'Annual Property Return Submission' dashboard. The 'Add Annual Property Return Submission' button is highlighted in red. Below it, there are dropdown menus for 'APR Submission Year' (set to 2024) and 'Immovable'. A 'Download APR Statement' button is also highlighted in red. The dashboard shows a table with columns: Sequence number, Declared Property Details, Status, Submission for the year, Date of submission, Processed by, Time, Annual income from all sources, Laying With, and Comment. The table is currently empty, showing 'No data available in table'.

- Annual Property return dashboard Submission Dashboard Screen (વાર્ષિક પ્રોપર્ટી રીટર્ન ડેશબોર્ડ સબમિશન ડેશબોર્ડ સ્ક્રીન).



The screenshot shows the 'Annual Property Return Submission' dashboard. At the top, there is a navigation bar with 'Home', 'Employee Modules', 'Manager Modules', and 'Quick Links'. The user's name 'Pooja Prakashbhai Pandya' and ID '20046565' are displayed in the top right corner.

The main content area is titled 'Annual Property Return Submission' and includes a breadcrumb trail: 'Home / Employee Module / Annual Property Return Submission / Add Annual Property Return Submission'.

Basic Details: A table shows employee information: Personnel No (20046565), Employee Group (P Permanent), Employee Name (Pooja Pandya), Service & Class (Class 1), Position (Deputy Section Officer (BT(SO)), (Sachivalaya)), Department (STD), Cadre (Secretariat - Deputy Section Officer), and Office Name (BT(SO)).

Gujarat State Service(Conduct) Rules, 1971, Rule 19: A list of rules regarding property return submissions is provided.

Form Type: A dropdown menu is set to 'Movable', with 'Immovable' also visible. Buttons for 'Add Existing Property', 'Intimated Declaration', and 'Property History' are present.

Property Table: A table with columns: Sr. No, Action, Type of property, Description of property, Address, Present Value, If not in own name, state in whose name held, If not in own name, state relationship, Mode of acquisition, Acquisition Date, and Name from whom. Two entries are shown: 1. Apartment (flat) with value 4,44,44,44,000; 2. Land with Commercial Building with value 55,55,55,555.00.

Total Annual Income: A text input field for entering the total annual income.

Latest APR Submission comments: A text area for adding comments, with an 'Add To List' button.

Comments Table: A table with columns: Sr. No, Date, Name of commentor, Comment, and Delete. It currently shows 'No data available in table'.

Process Approvers: A list of approvers: 1) Ajeeshkumar Rathva; Section Officer (BT(SO)) (Sachivalaya); BT(SO) => 2) Hiteshkumar Amin; Under Secretary; BT/Est. =>

Submit Annual Property Returns: A prominent button at the bottom right.

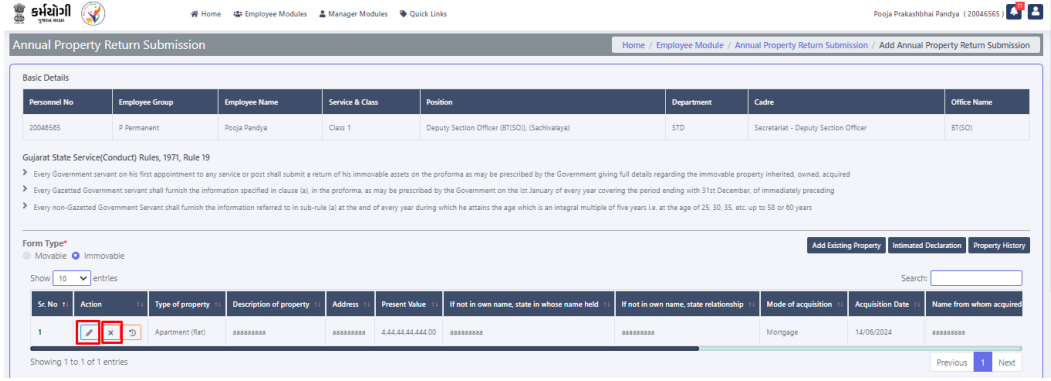
Copyright © 2023. All Rights Reserved By General Administration Department. Design & Developed By Gujarat Informatics Limited. Privacy Policy. Show hidden icons.

In above screen, user can access below functionalities (ઉપરની સ્ક્રીનમાં, યુઝર નીચેની કાર્યક્ષમતાઓને ઍક્સેસ કરી શકે છે):

- Form type (ફોર્મનો પ્રકાર):** User can view both type of properties in below table by selecting movable and immovable (યુઝર જંગમ અથવા સ્થાવર પસંદ કરીને નીચેના કોષ્ટકમાં બંને પ્રકારની મિલકતો જોઈ શકે છે).
- Search (શોધ):** User can search property from all declared property (યુઝર તમામ જાહેર કરેલી મિલકતમાંથી મિલકત શોધી શકે છે).
- Add to List (એડ ટુ લિસ્ટ):** User can add comment for APR submission (યુઝર APR સબમિશન માટે કોમેન્ટ ઉમેરી શકે છે).
- Delete comment (ડીલીટ કોમેન્ટ):** Before submit the APR submission user can delete the comment added by user itself (APR સબમિશન સબમિટ કરતા પહેલા યુઝર પોતે જ ઉમેરેલી કોમેન્ટ ને કાઢી શકે છે.)
- Submit Annual property return submission/ Submit Nil Annual property return submission (વાર્ષિક પ્રોપર્ટી રિટર્ન સબમિશન સબમિટ કરો/ સબમિટ શૂન્ય વાર્ષિક પ્રોપર્ટી રિટર્ન સબમિશન):** By click here user can submit APR submission (અહીં ક્લિક કરીને યુઝર APR સબમિશન સબમિટ કરી શકે છે.)

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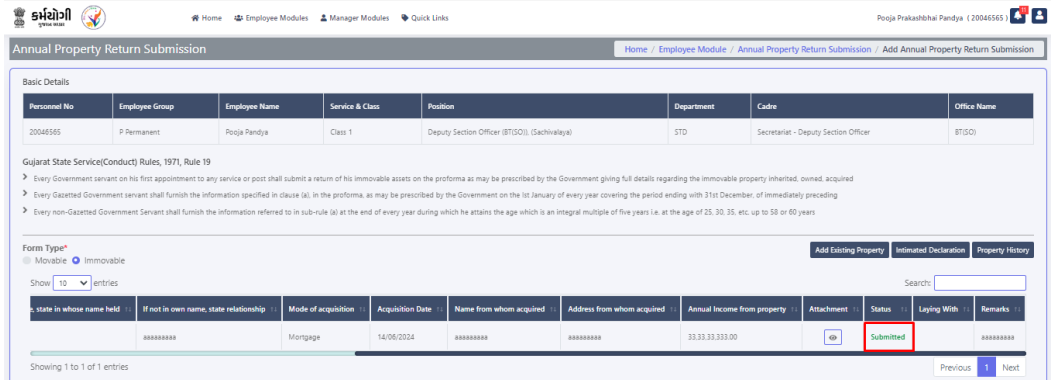
- f) **Add Existing (એડ એક્ઝિસ્ટીંગ પ્રોપર્ટી):** By clicking Add Existing, respective to selected form type, property declaration form will open for declaration of property till first APR submission. (પસંદ કરેલ ફોર્મ પ્રકારને અનુલક્ષીને એડ એક્ઝિસ્ટીંગ પ્રોપર્ટી પર ક્લિક કરવાથી, પ્રથમ APR સબમિશન સુધી એક્ઝિસ્ટીંગ પ્રોપર્ટી ડિકલરેશન માટે ફોર્મ ખુલશે.)



The screenshot shows the 'Annual Property Return Submission' form. The 'Form Type*' is set to 'Immovable'. The 'Add Existing Property' button is highlighted in red. Below the form, there is a table with the following data:

Sr. No	Action	Type of property	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired
1	[Edit] [Cancel]	Apartment (Flat)	aaaaaaaa	aaaaaaaa	4,44,44,44,44.00	aaaaaaaa	aaaaaaaa	Mortgage	14/06/2024	aaaaaaaa

User can edit/cancel the movable & immovable both properties without approval before the First APR submission. Status will be maintained as 'Submitted' (યુઝર પ્રથમ APR સબમિશન પહેલાં મંજૂરી વિના જંગમ અને સ્થાવર બંને મિલકતોમાં ફેરફાર/રદ કરી શકે છે. સ્થિતિ 'સબમિટ' તરીકે જાળવવામાં આવશે.)



The screenshot shows the 'Annual Property Return Submission' form. The 'Form Type*' is set to 'Immovable'. The 'Add Existing Property' button is highlighted in red. Below the form, there is a table with the following data:

state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Attachment	Status	Laying With	Remarks
aaaaaaaa		Mortgage	14/06/2024	aaaaaaaa	aaaaaaaa	33.33.33.333.00	[Icon]	Submitted		aaaaaaaa

- g) **Add new property (વર્તમાન ઉમેરો/નવી મિલકત ઉમેરો):**

This button will enable after first APR submission. (પ્રથમ APR સબમિશન પછી આ બટન સક્ષમ થશે.)

By clicking Add new property, respective to selected form type, new property declaration form will open for declaration of property (પસંદ કરેલ ફોર્મ પ્રકારને અનુલક્ષીને, એડ ન્યૂ ક્લિક કરવાથી, મિલકતની ડિકલરેશન માટે નવું મિલકત ડિકલરેશન ફોર્મ ખુલશે).

- h) **Intimation Declaration (માહિતી ડિકલરેશન):** User can view any kind of Prior intimation & Prior Permission declaration of any property (યુઝર કોઈપણ પ્રકારની પૂર્વ સૂચના અને કોઈપણ મિલકતની પૂર્વ પરવાનગીની ડિકલરેશન જોઈ શકે છે).

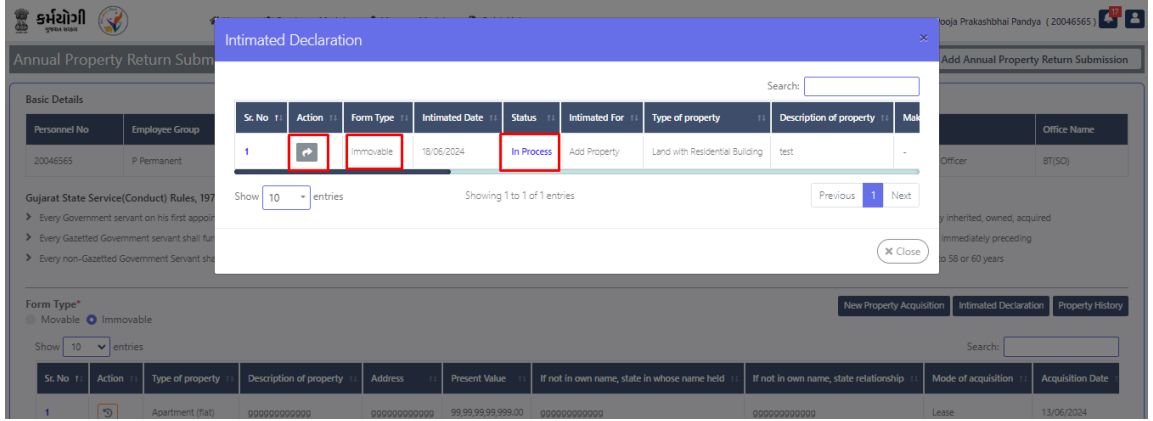
- a) **Prior intimation request (પૂર્વ સૂચના વિનંતી)**

- Below Screenshot shows the Prior intimation request, user can send post transaction request for the same property by clicking on post transaction button (નીચેની સ્ક્રીનશોટ


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અગાઉની સૂચનાની વિનંતી દર્શાવે છે, યુઝર પોસ્ટ ટ્રાન્ઝેક્શન બટન પર ક્લિક કરીને સમાન મિલકત માટે પોસ્ટ ટ્રાન્ઝેક્શન વિનંતી મોકલી શકે છે.)

- User can submit post transaction request of prior intimation request, there is no need prior intimation approval to submit post transaction request (યુઝર પૂર્વ સૂચના વિનંતીની પોસ્ટ ટ્રાન્ઝેક્શન વિનંતી સબમિટ કરી શકે છે, પોસ્ટ ટ્રાન્ઝેક્શન વિનંતી સબમિટ કરવા માટે પૂર્વ સૂચના મંજૂરીની જરૂર નથી).

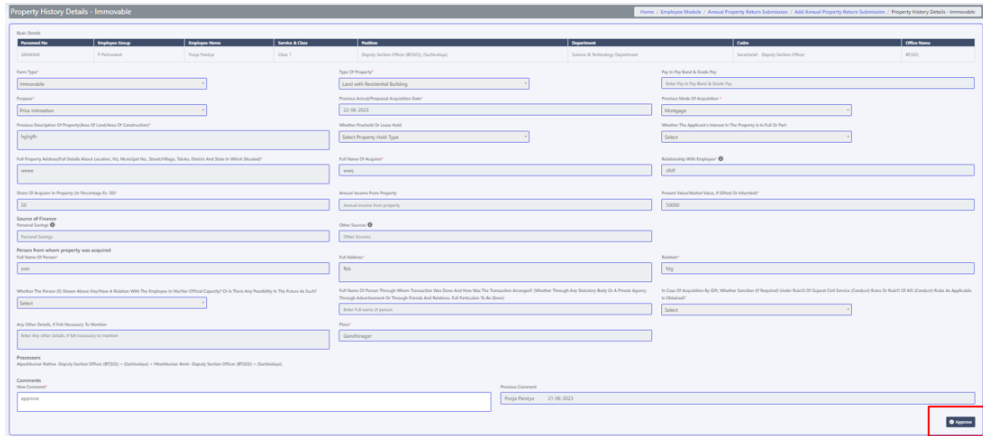


The screenshot shows the 'Intimated Declaration' window in the HRMS system. It contains a table with the following data:

Sl. No	Action	Form Type	Intimated Date	Status	Intimated For	Type of property	Description of property	Mark
1		Immovable	18/06/2024	In Process	Add Property	Land with Residential Building	test	-

Below the table, there are navigation options: 'Show 10 entries', 'Showing 1 to 1 of 1 entries', 'Previous 1 Next', and a 'Close' button.

- Approver screen for prior intimation request (પૂર્વ સૂચના વિનંતી માટે એપ્રુવર સ્ક્રીન).



The screenshot shows the 'Property History Details - Immovable' form. It contains various fields for property details, including:

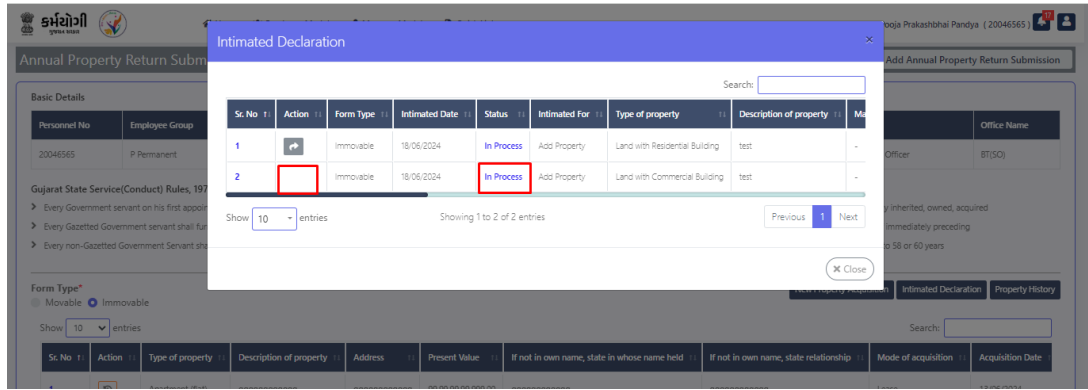
- Personnel No: 20046565
- Employee Group: P Permanent
- Form Type: Immovable
- Intimated Date: 18/06/2024
- Status: In Process
- Intimated For: Add Property
- Type of property: Land with Residential Building
- Description of property: test

At the bottom right of the form, there is a red box highlighting the 'Submit' button.

b) Prior permission request (પૂર્વ પરવાનગી વિનંતી)

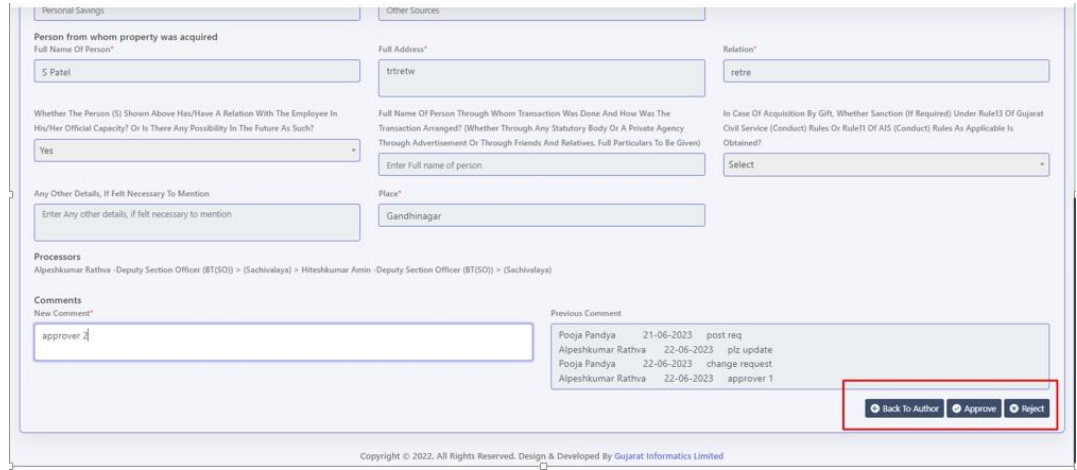
- Below Screenshot shows the Prior permission request, user can send post transaction request for the same property by clicking on post transaction button (નીચેનો સ્ક્રીનશોટ પૂર્વ પરવાનગીની વિનંતી દર્શાવે છે, યુઝર પોસ્ટ ટ્રાન્ઝેક્શન બટન પર ક્લિક કરીને સમાન મિલકત માટે પોસ્ટ ટ્રાન્ઝેક્શન વિનંતી મોકલી શકે છે).
- For post transaction request for the same property, approval of prior permission request mandatory. (I.e. until prior permission request approved user can not submit post transaction request as per below screenshot.)
- એ જ મિલકત માટે પોસ્ટ ટ્રાન્ઝેક્શનની વિનંતી માટે, પૂર્વ પરવાનગી વિનંતીની મંજૂરી ફરજિયાત છે. (એટલે કે જ્યાં સુધી પૂર્વ પરવાનગીની વિનંતી મંજૂર ન થાય ત્યાં સુધી યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ પોસ્ટ ટ્રાન્ઝેક્શન વિનંતી સબમિટ કરી શકશે નહીં.)

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Sr. No	Action	Form Type	Intimated Date	Status	Intimated For	Type of property	Description of property
1		Immovable	18/06/2024	In Process	Add Property	Land with Residential Building	test
2		Immovable	18/06/2024	In Process	Add Property	Land with Commercial Building	test

- Approver screen for prior permission (પૂર્વ પરવાનગી માટે એપ્રુવર સ્ક્રીન)



Person from whom property was acquired

Full Name Of Person*
S Patel

Full Address*
ttrtrew

Relation*
retre

Whether The Person (S) Shown Above Has/Have A Relation With The Employee In His/Her Official Capacity? Or Is There Any Possibility In The Future As Such?
Yes

Full Name Of Person Through Whom Transaction Was Done And How Was The Transaction Arranged? (Whether Through Any Statutory Body Or A Private Agency Through Advertisement Or Through Friends And Relatives. Full Particulars To Be Given)
Enter Full name of person

In Case Of Acquisition By Gift, Whether Sanction (If Required) Under Rule13 Of Gujarat Civil Service (Conduct) Rules Or Rule11 Of AIS (Conduct) Rules As Applicable Is Obtained?
Select

Any Other Details, If Felt Necessary To Mention
Enter Any other details, if felt necessary to mention

Place*
Gandhinagar

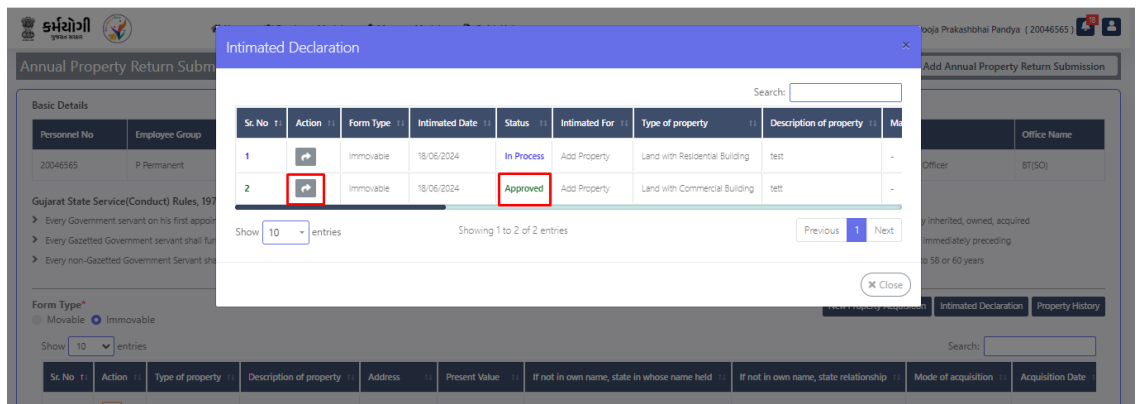
Processors
Alpeshkumar Rathva - Deputy Section Officer (BT(SO)) > (Sachivalaya) > Hiteshkumar Amin - Deputy Section Officer (BT(SO)) > (Sachivalaya)

Comments
New Comment*
approver

Previous Comment
Pooja Pandya 21-06-2023 post req
Alpeshkumar Rathva 22-06-2023 plz update
Pooja Pandya 22-06-2023 change request
Alpeshkumar Rathva 22-06-2023 approver 1

Back To Author Approve Reject

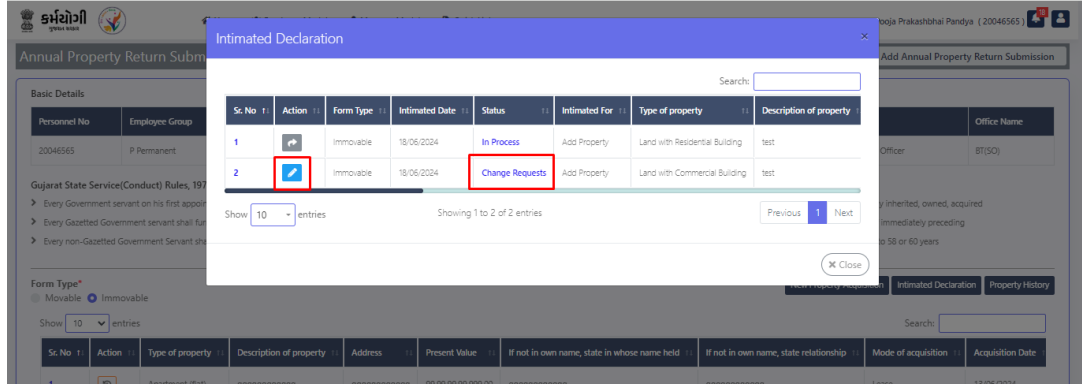
- Once prior permission request approved, user can submit post transaction as per below screenshot (એકવાર પૂર્વ પરવાનગીની વિનંતી મંજૂર થઈ જાય, પછી યુઝર નીચેના સ્ક્રીનશોટ મુજબ પોસ્ટ ટ્રાન્ઝેક્શન સબમિટ કરી શકે છે).



Sr. No	Action	Form Type	Intimated Date	Status	Intimated For	Type of property	Description of property
1		Immovable	18/06/2024	In Process	Add Property	Land with Residential Building	test
2		Immovable	18/06/2024	Approved	Add Property	Land with Commercial Building	test

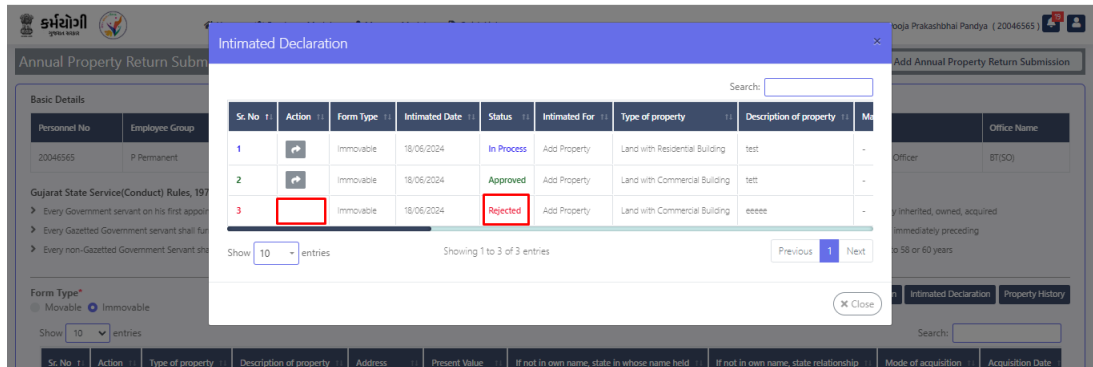
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- For the prior permission request, if approver raise any query with back to author scenario user can response from intimation declaration by clicking edit button for respective updated detail (પૂર્વ પરવાનગી વિનંતિ માટે, જો મંજૂરકર્તા લેખકના દૃશ્ય સાથે કોઈ ક્વેરી ઉઠાવે છે, તો યુઝર સંબંધિત અપડેટ વિગતો માટે સંપાદિત કરો બટન પર ક્લિક કરીને સૂચના ધોષણાનો પ્રતિસાદ આપી શકે છે).



Sr. No	Action	Form Type	Intimated Date	Status	Intimated For	Type of property	Description of property
1		Immovable	18/06/2024	In Process	Add Property	Land with Residential Building	test
2		Immovable	18/06/2024	Change Requests	Add Property	Land with Commercial Building	test

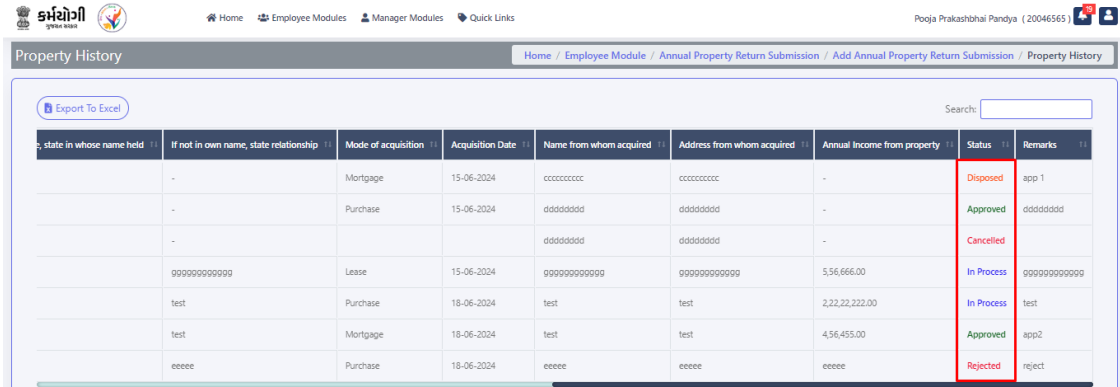
- Rejected property request for prior permission can be find as per below screenshot (પૂર્વ પરવાનગી માટે નામંજૂર મિલકત વિનંતી નીચેના સ્ક્રીનશોટ મુજબ શોધી શકાય છે).



Sr. No	Action	Form Type	Intimated Date	Status	Intimated For	Type of property	Description of property
1		Immovable	18/06/2024	In Process	Add Property	Land with Residential Building	test
2		Immovable	18/06/2024	Approved	Add Property	Land with Commercial Building	test
3		Immovable	18/06/2024	Rejected	Add Property	Land with Commercial Building	eeee

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- i) **Property History (પ્રોપર્ટી હિસ્ટ્રી):** All type of declaration actions taken for property can be find in property history as per below screenshot (પ્રોપર્ટી માટે લેવાયેલી તમામ પ્રકારની ઘોષણા ક્રિયાઓ નીચે આપેલા સ્ક્રીનશોટ મુજબ પ્રોપર્ટી હિસ્ટ્રીમાં મળી શકે છે).

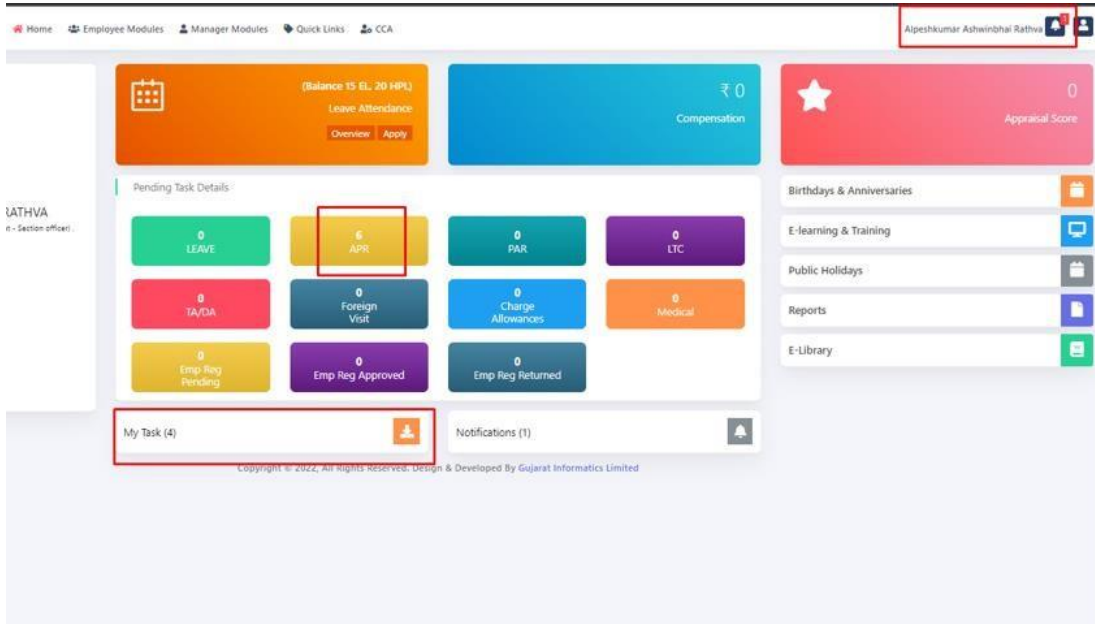


The screenshot shows the 'Property History' page in the HRMS system. The page includes a navigation bar with 'કર્મચોગી' logo and 'Home / Employee Modules / Manager Modules / Quick Links' menu. The user is identified as 'Pooja Prakashbhai Pandya (20046565)'. The table below displays the property history records.

state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Status	Remarks
-	-	Mortgage	15-06-2024	ccccccccc	ccccccccc	-	Disposed	app 1
-	-	Purchase	15-06-2024	ddddddddd	ddddddddd	-	Approved	ddddddddd
-	-			ddddddddd	ddddddddd	-	Cancelled	
9999999999999		Lease	15-06-2024	9999999999999	9999999999999	5,56,666.00	In Process	9999999999999
test		Purchase	18-06-2024	test	test	2,22,22,222.00	In Process	test
test		Mortgage	18-06-2024	test	test	4,56,455.00	Approved	app2
eeeeee		Purchase	18-06-2024	eeeeee	eeeeee	eeeeee	Rejected	reject

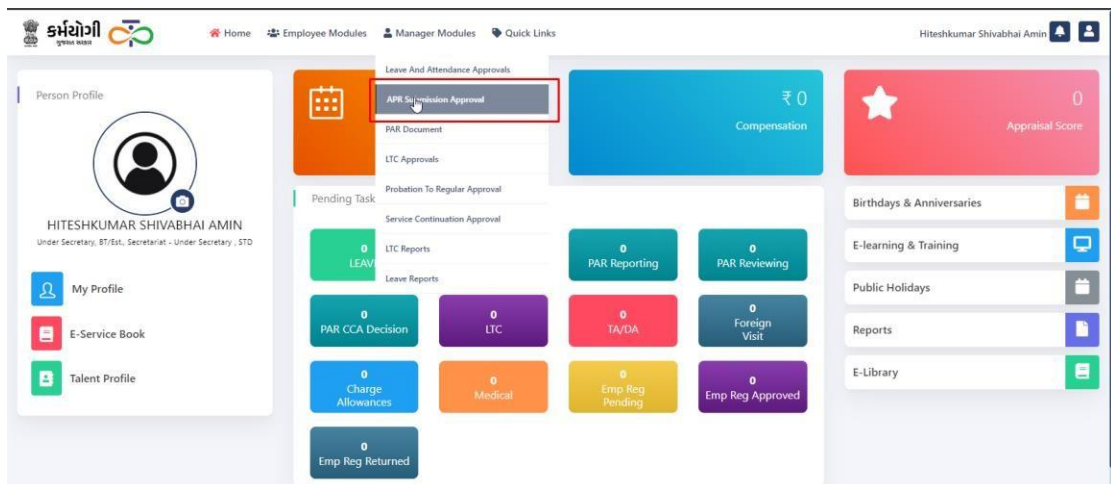
2.3. Approval dashboard (એપ્રુવર ડેશબોર્ડ)

- CCA/manager/approver can view approval request by clicking notification/ My task/ Pending task detail-APR as per below screenshot (CCA/મેનેજર/મંજૂરકર્તા નીચે આપેલા સ્ક્રીનશોટ મુજબ સૂચના/મારું કાર્ય/બાકી કાર્યની વિગત-એપીઆર પર ક્લિક કરીને મંજૂરીની વિનંતી જોઈ શકે છે).



The screenshot shows the HRMS Approval Dashboard for a CCA user. The dashboard includes a navigation bar with Home, Employee Modules, Manager Modules, Quick Links, and CCA. The user's name is Alpeshkumar Ashwinbhai Rathva. The main content area features several cards for different approval types: LEAVE, APR (highlighted with a red box), PAR, LTC, TA/DA, Foreign Visit, Charge Allowances, Medical, Emp Reg Pending, Emp Reg Approved, and Emp Reg Returned. There are also sections for My Task (4) and Notifications (1). The footer indicates Copyright © 2022, All Rights Reserved. Design & Developed By Gujarat Informatics Limited.

- Approver can also view the approval request by clicking APR submission approval (મંજૂરકર્તા APR સબમિશન મંજૂરી પર ક્લિક કરીને પણ મંજૂરીની વિનંતી જોઈ શકે છે).



The screenshot shows the HRMS Approval Dashboard for a Manager user. The dashboard includes a navigation bar with Home, Employee Modules, Manager Modules, Quick Links, and CCA. The user's name is Hiteshkumar Shivabhai Amin. The main content area features several cards for different approval types: LEAVE, APR (highlighted with a red box), PAR, LTC, TA/DA, Foreign Visit, Charge Allowances, Medical, Emp Reg Pending, Emp Reg Approved, and Emp Reg Returned. There are also sections for My Profile, E-Service Book, and Talent Profile. The footer indicates Copyright © 2022, All Rights Reserved. Design & Developed By Gujarat Informatics Limited.

User Manual_HRMS_Annual Property Return

- Approval screen dashboard as per below (મંજૂરી સ્ક્રીન ડેશબોર્ડ નીચે મુજબ છે):



APR Submission Approval

Home / Manager Module / APR Submission Approval

Property Approval

Show 10 Entries Search

Sr. No	Sent On	Forwarded By	Applied For	Declaration Purpose	View
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

APR Submission Approval

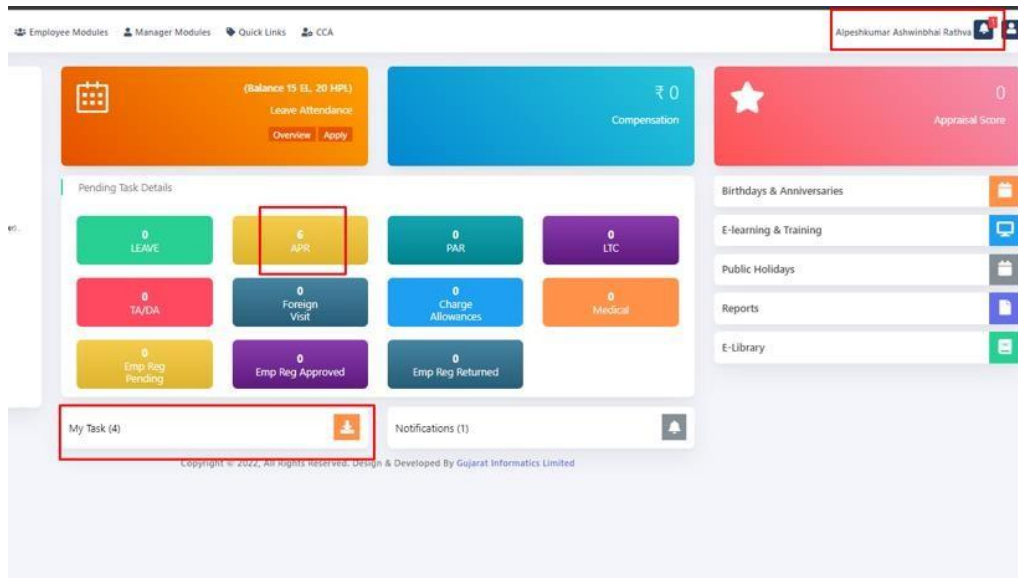
Show 10 Entries Search

Sr. No	Sent On	Forwarded By	View
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

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2.4. Notification (નોટિફિકેશન)



Employee Modules Manager Modules Quick Links CCA

Alpeshkumar Ashwinbhai Rathva

(Balance 15 EL, 20 HPR) Leave Attendance Overview Apply

₹ 0 Compensation

Appraisal Score 0

Pending Task Details

0 LEAVE 6 APR 0 PAR 0 LTC

0 TA/DA 0 Foreign Visit 0 Charge Allowances 0 Medical

0 Emp Reg Pending 0 Emp Reg Approved 0 Emp Reg Returned

My Task (4) Notifications (1)

Birthdays & Anniversaries

E-learning & Training

Public Holidays

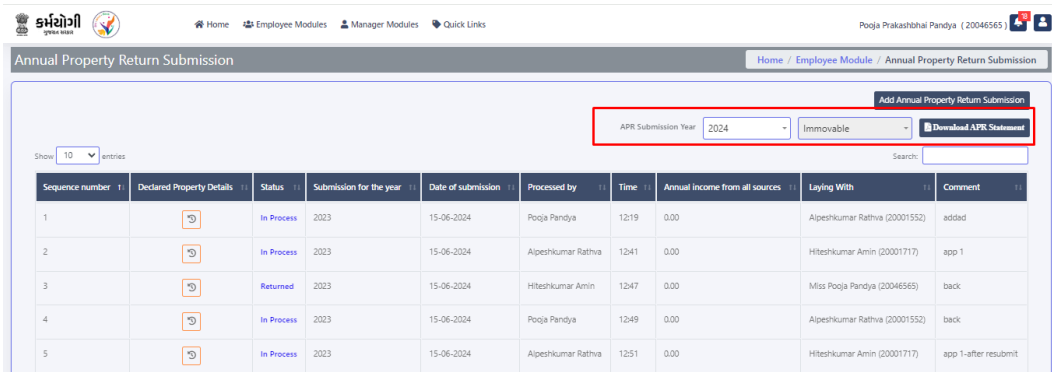
Reports

E-Library

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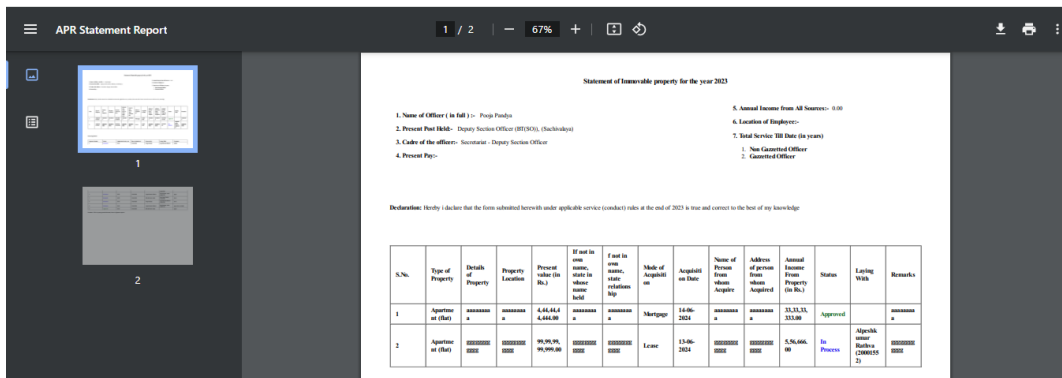
2.5. Property Reports (પ્રોપર્ટી રિપોર્ટ્સ)



Annual Property Return Submission

APR Submission Year: 2024 | Property Type: Immovable | Download APR Statement

Sequence number	Declared Property Details	Status	Submission for the year	Date of submission	Processed by	Time	Annual Income from all sources	Laying With	Comment
1		In Process	2023	15-06-2024	Pooja Pandya	12:19	0.00	Alpeshkumar Rathva (20001552)	added
2		In Process	2023	15-06-2024	Alpeshkumar Rathva	12:41	0.00	Hiteshkumar Amin (20001717)	app 1
3		Returned	2023	15-06-2024	Hiteshkumar Amin	12:47	0.00	Miss Pooja Pandya (20046565)	back
4		In Process	2023	15-06-2024	Pooja Pandya	12:49	0.00	Alpeshkumar Rathva (20001552)	back
5		In Process	2023	15-06-2024	Alpeshkumar Rathva	12:51	0.00	Hiteshkumar Amin (20001717)	app 1-after resubmit



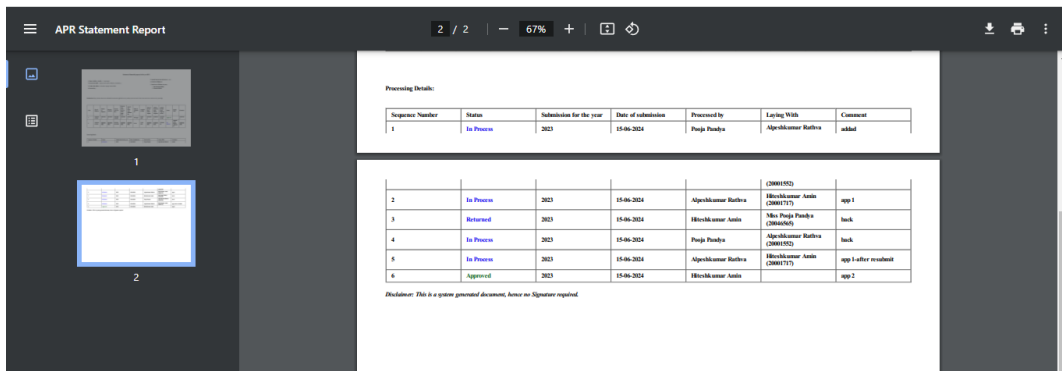
APR Statement Report | 1 / 2 | 67%

Statement of Immovable property for the year 2023

1. Name of Officer (in full): Pooja Pandya
 2. Present Post Held: Deputy Section Officer (HR/SSO), (Suchitkaran)
 3. Cadre of the officer: Secretariat - Deputy Section Officer
 4. Present Post:
 5. Annual Income from All Sources: 0.00
 6. Location of Employee:-
 7. Total Service Till Date (in years)
 1. Non Government Officer
 2. Government Officer

Declaration: Herby I declare that the form submitted herewith under applicable service conduct rules at the end of 2023 is true and correct to the best of my knowledge

S.No.	Type of Property	Details of Property	Property Location	Percent value (in Rs.)	If not in own name, state in whose name held	If not in own name, state relationship	Mode of Acquisition	Acquisition Date	Name of Person from whom Acquired	Address of person from whom Acquired	Annual Income from Property (in Rs.)	Status	Laying With	Remarks
1	Apartment (Flat)	*****	*****	4,41,444	*****	*****	Mortgage	15-06-2024	*****	*****	33,33,333.00	Approved	*****	*****
2	Apartment (Flat)	*****	*****	99,99,999	*****	*****	Lease	15-06-2024	*****	*****	5,56,666.00	In Process	Alpeshkumar Rathva (20001552)	*****



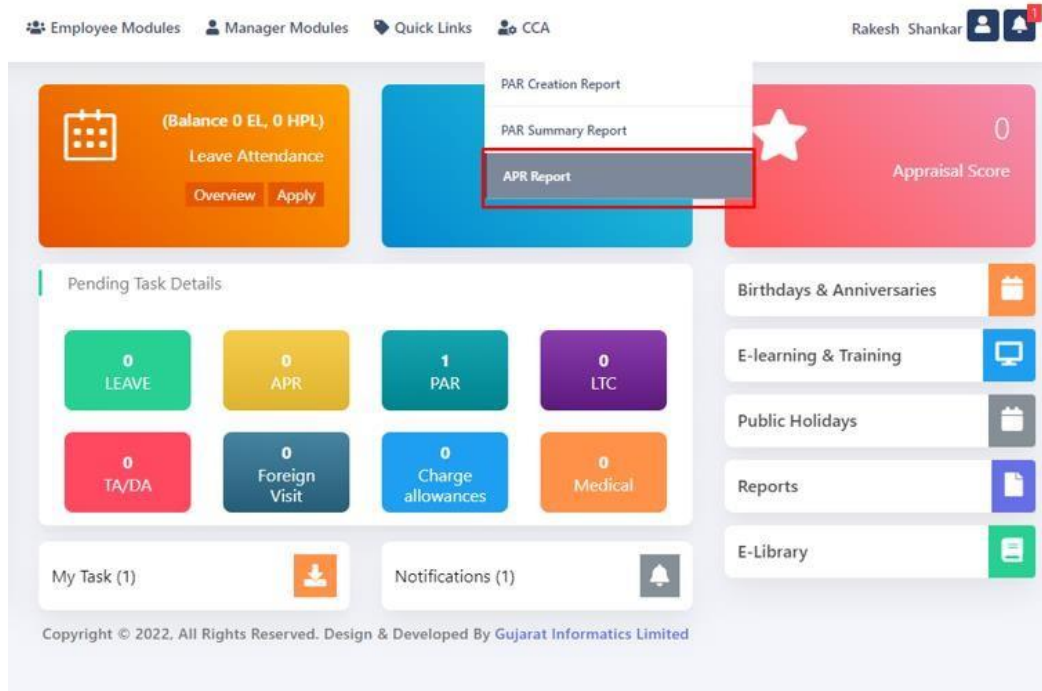
APR Statement Report | 2 / 2 | 67%

Processing Details:

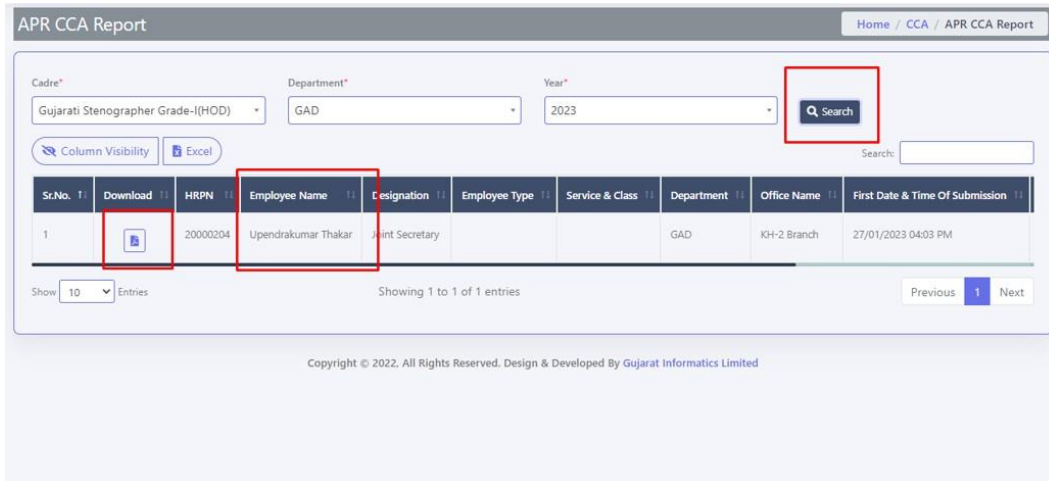
Sequence Number	Status	Submission for the year	Date of submission	Processed By	Laying With	Comment
1	In Process	2023	15-06-2024	Pooja Pandya	Alpeshkumar Rathva	added
2	In Process	2023	15-06-2024	Alpeshkumar Rathva	Hiteshkumar Amin (20001717)	app 1
3	Returned	2023	15-06-2024	Hiteshkumar Amin	Miss Pooja Pandya (20046565)	back
4	In Process	2023	15-06-2024	Pooja Pandya	Alpeshkumar Rathva (20001552)	back
5	In Process	2023	15-06-2024	Alpeshkumar Rathva	Hiteshkumar Amin (20001717)	app 1-after resubmit
6	Approved	2023	15-06-2024	Hiteshkumar Amin	*****	app 2

Disclaimer: This is a system generated document, hence no Signature required


2.6. CCA Reports (સીસીએ રિપોર્ટ્સ)



The screenshot shows the HRMS dashboard for user Rakesh Shankar. The 'CCA' menu is expanded, showing options for 'PAR Creation Report', 'PAR Summary Report', and 'APR Report'. The 'APR Report' option is highlighted with a red box. Other dashboard elements include 'Leave Attendance' (Balance 0 EL, 0 HPL), 'Appraisal Score' (0), 'Pending Task Details' (LEAVE: 0, APR: 0, PAR: 1, LTC: 0, TA/DA: 0, Foreign Visit: 0, Charge allowances: 0, Medical: 0), and various utility links like Birthdays & Anniversaries, E-learning & Training, Public Holidays, Reports, and E-Library.



The screenshot displays the 'APR CCA Report' interface. It includes search filters for Cadre (Gujarati Stenographer Grade-I(HOD)), Department (GAD), and Year (2023). A search button is highlighted with a red box. Below the filters is a table with one entry:

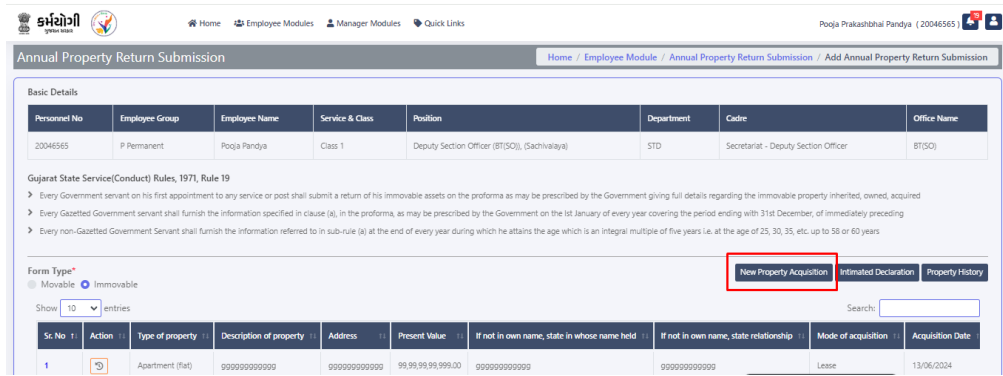
Sl.No.	Download	HRPN	Employee Name	Designation	Employee Type	Service & Class	Department	Office Name	First Date & Time Of Submission
1		20000204	Upendrakumar Thakar	Joint Secretary			GAD	KH-2 Branch	27/01/2023 04:03 PM

The table shows 1 entry, with a 'Show 10 Entries' dropdown and 'Showing 1 to 1 of 1 entries' text. Navigation buttons for 'Previous' and 'Next' are also visible.

3. Immovable Property - Step by Step Guide (સ્થાવર મિલકત - સ્ટેપ બાય સ્ટેપ ગાઈડ)

3.1. Add New property (નવી મિલકત ઉમેરો)

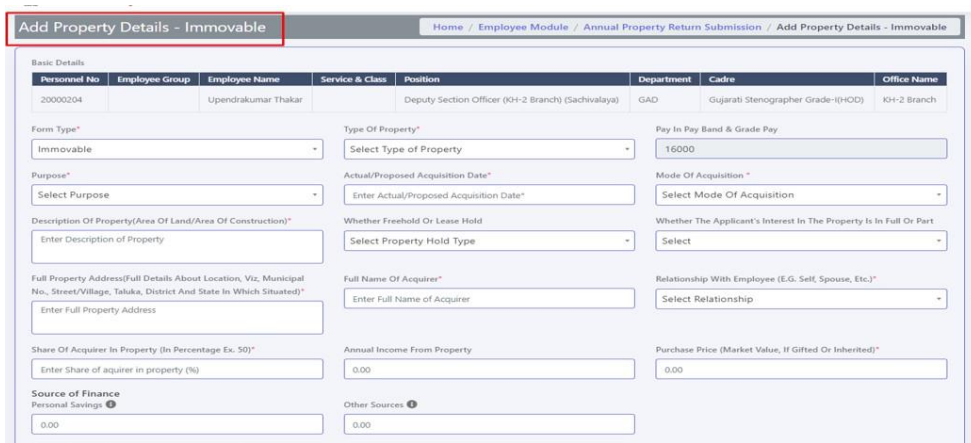
- Step 1: Select type of property from 'Form Type' as immovable (સ્થાવર તરીકે 'ફોર્મ ટાઈપ'માંથી મિલકતનો પ્રકાર પસંદ કરો)
- Step 2: User click on New property to add New property Acquisition (યુઝર નવી મિલકતની વિગતો ઉમેરવા માટે નવી મિલકત ઉમેરો પર ક્લિક કરો.)
- This Button is enable after First APR Submission (આ બટન પ્રથમ APR સબમિશન પછી ઉપલબ્ધ છે).



The screenshot shows the 'Annual Property Return Submission' page. The 'Form Type' is set to 'Immovable'. The 'New Property Acquisition' button is highlighted in red. Below the form, there is a table with the following data:

Sr. No	Action	Type of property	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date
1		Apartment (flat)	999999999999	999999999999	99,99,99,99,999.00	999999999999	999999999999	Lease	13/06/2024

- Step 3: User can add the property detail as per below screenshot and submit (યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ મિલકતની વિગતો ઉમેરી શકે છે અને સબમિટ કરી શકે છે).



The screenshot shows the 'Add Property Details - Immovable' form. The form is divided into several sections:

- Basic Details:** Personnel No, Employee Group, Employee Name, Service & Class, Position, Department, Cadre, Office Name.
- Form Type:** Immovable (selected).
- Type Of Property:** Select Type of Property.
- Purpose:** Select Purpose.
- Description Of Property:** Enter Description of Property.
- Full Property Address:** Enter Full Property Address.
- Share Of Acquirer:** Enter Share of acquirer in property (%).
- Source of Finance:** Personal Savings, Other Sources.
- Actual/Proposed Acquisition Date:** Enter Actual/Proposed Acquisition Date.
- Whether Freehold Or Lease Hold:** Select Property Hold Type.
- Full Name Of Acquirer:** Enter Full Name of Acquirer.
- Annual Income From Property:** 0.00.
- Other Sources:** 0.00.
- Pay In Pay Band & Grade Pay:** 16000.
- Mode Of Acquisition:** Select Mode Of Acquisition.
- Whether The Applicant's Interest In The Property is In Full Or Part:** Select.
- Relationship With Employee (E.G. Self, Spouse, Etc.):** Select Relationship.
- Purchase Price (Market Value, If Gifted Or Inherited):** 0.00.

- Step 4: When detail added and submitted successfully the property detail will added in property table and show status as 'in process' until it approve/reject as per below screenshot (જ્યારે વિગતો ઉમેરવામાં આવશે અને સફળતાપૂર્વક સબમિટ કરવામાં આવશે ત્યારે મિલકતની વિગતો મિલકત કોષ્ટકમાં ઉમેરવામાં આવશે અને નીચે આપેલા સ્ક્રીનશોટ મુજબ મંજૂર/અસ્વીકાર ન થાય ત્યાં સુધી 'in process' તરીકે સ્થિતિ દર્શાવશે.).

User Manual_HRMS_Annual Property Return

Annual Property Return Submission

Home / Employee Module / Annual Property Return Submission / Add Annual Property Return Submission

Basic Details

Personnel No	Employee Group	Employee Name	Service & Class	Position	Department	Cadre	Office Name
20046565	P Permanent	Pooja Pandya	Class 1	Deputy Section Officer (BT(SO)), (Sachivalaya)	Science & Technology Department	Secretariat - Deputy Section Officer	BT(SO)

Gujarat State Service(Conduct) Rules, 1971, Rule 19

- Every Government servant on his first appointment to any service or post shall submit a return of his immovable assets on the proforma as may be prescribed by the Government giving full details regarding the immovable property inherited, owned, acquired
- Every Gazetted Government servant shall furnish the information specified in clause (a), in the proforma, as may be prescribed by the Government on the 1st January of every year covering the period ending with 31st December, of immediately preceding
- Every non-Gazetted Government Servant shall furnish the information referred to in sub-rule (a) at the end of every year during which he attains the age which is an integral multiple of five years i.e. at the age of 25, 30, 35, etc. up to 58 or 60 years

APR Year: 2023 | Immovable | Download APR Statement

Form Type*
 Movable
 Immovable

Show 10 entries

hold	If not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Attachment	Status	Remarks
	self	Purchase	20/06/2023	szds	gandhinagar	0		In Process	

Showing 1 to 1 of 1 entries

Previous 1 Next

- Step 5: after submission user can view the property request as per approver screen screenshot (સબમિશન પછી યુઝર મંજૂરકર્તા સ્ક્રીન સ્ક્રીનશોટ મુજબ પ્રોપર્ટી વિનંતી જોઈ શકે છે).

APR Submission Approval

Home / Manager Module / APR Submission Approval

Property Approval

Show 10 Entries

Sr. No	Sent On	Forwarded By	Applied For	Declaration Purpose	View
1	30/06/2023	Pooja Pandya	Immovable-Add Property Detail	Post Transaction Declaration	
2	30/06/2023	Pooja Pandya	Movable-Add Property Detail	Prior Intimation	
3	01/07/2023	Pooja Pandya	Movable-Dispose Property Detail	Prior Intimation	

Showing 1 to 3 of 3 entries

Previous 1 Next

APR Submission Approval

Show 10 Entries

- Step 6: When property approve/reject/back to author, notification is identified in user's respective login profile and status updated to 'approved/reject' for that respective property in property table in user's login with latest remarks as per below screenshot (જ્યારે મિલકત લેખકને approve/reject/back to author આપે છે, ત્યારે યુઝરની સંબંધિત લોગિન પ્રોફાઇલમાં સૂચના ઓળખવામાં આવે છે અને નીચે આપેલા સ્ક્રીનશોટ મુજબ નવનિતમ ટિપ્પણીઓ સાથે યુઝરના લોગિનમાં પ્રોપર્ટી ટેબલમાં સંબંધિત પ્રોપર્ટી માટે 'approved/reject' તરીકે સ્ટેટસ અપડેટ કરવામાં આવે છે).

User Manual_HRMS_Annual Property Return

Home / Employee Module / Annual

Employee Name: Pooja Pandya | Service & Class: Class 1 | Position: Deputy Section Officer (BT(SO)), (Sachivalaya) | Department: Science & Technology Department

APR Year: 2023

relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Attachment	Status	Remarks
	Lease	15/06/2023	S Patel	trtretw	0		Approved	approver 2

Navigation: Previous | 1 | Next

Form Type*
 Movable
 Immovable

Show: 10 entries

own name, state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Attachment	Status	Remarks
pf3000		Mortgage	22/05/2023	S Patel	trtretw	0		Change Request	02/08/2023

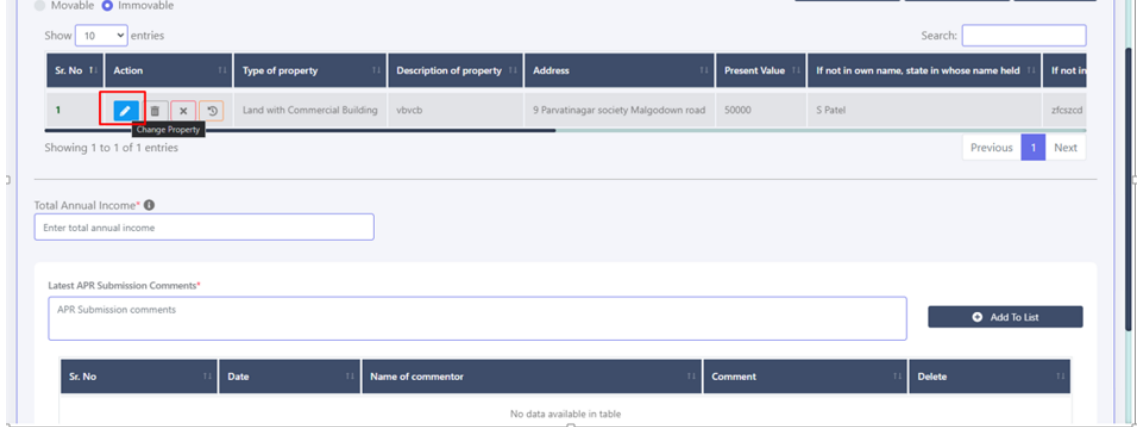
Showing 1 to 1 of 1 entries

Total Annual Income*
 Enter total annual income


Navigation: Previous | 1 | Next

3.2. Change property detail (ચેન્જ પ્રોપર્ટી ડિટેઇલ)

- Step 1: Click on 'change property' icon of already added property for change the detail (વિગત બદલવા માટે પહેલાથી ઉમેરેલી મિલકતના 'change property' આઇકોન પર ક્લિક કરો).



Showing 1 to 1 of 1 entries

Sr. No	Action	Type of property	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in
1		Land with Commercial Building	vbvcb	9 Parvatnagar society Malgodown road	50000	S Patel	zfczcd

Total Annual Income*

Enter total annual income

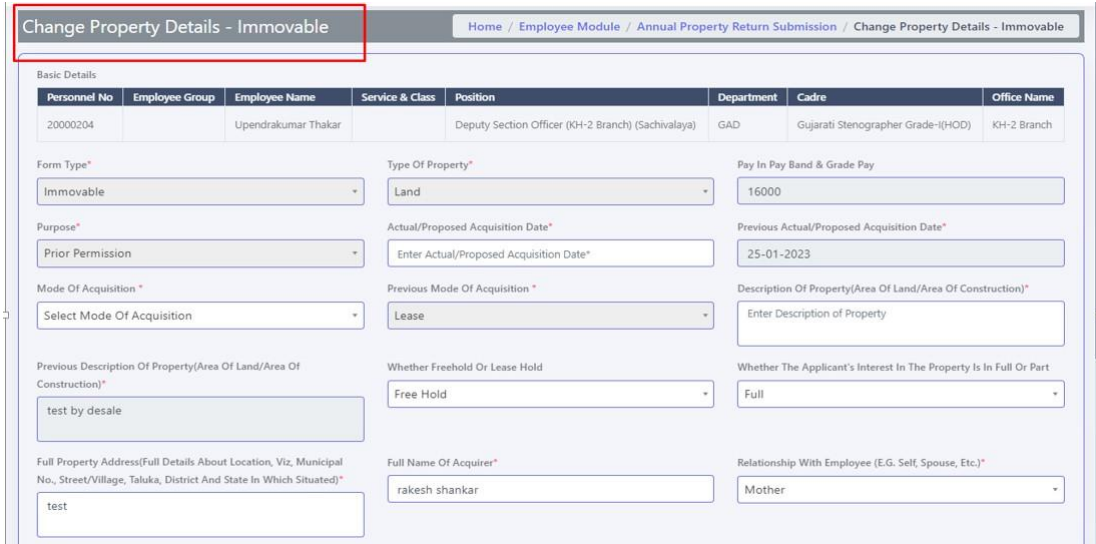
Latest APR Submission Comments*

APR Submission comments

Add To List

Sr. No	Date	Name of commentor	Comment	Delete
No data available in table				

- Step 2: User fill the property updated detail as per below screenshot and click on submit to update/change requested property detail (યુઝરએ નીચે આપેલા સ્ક્રીનશોટ મુજબ પ્રોપર્ટી અપડેટ કરેલી વિગતો ભરો અને વિનંતી કરેલ પ્રોપર્ટી ડિટેઇલ update/change સબમિટ કરો પર ક્લિક કરો).



Change Property Details - Immovable

Home / Employee Module / Annual Property Return Submission / Change Property Details - Immovable

Basic Details

Personnel No	Employee Group	Employee Name	Service & Class	Position	Department	Cadre	Office Name
20000204		Upendrakumar Thakar		Deputy Section Officer (KH-2 Branch) (Sachivalaya)	GAD	Gujarati Stenographer Grade-I(HOD)	KH-2 Branch

Form Type*
Immovable

Type Of Property*
Land

Pay In Pay Band & Grade Pay
16000

Purpose*
Prior Permission

Actual/Proposed Acquisition Date*
Enter Actual/Proposed Acquisition Date*

Previous Actual/Proposed Acquisition Date*
25-01-2023

Mode Of Acquisition*
Select Mode Of Acquisition

Previous Mode Of Acquisition*
Lease

Description Of Property(Area Of Land/Area Of Construction)*
Enter Description of Property

Previous Description Of Property(Area Of Land/Area Of Construction)*
test by desale

Whether Freehold Or Lease Hold
Free Hold

Whether The Applicant's Interest In The Property Is In Full Or Part
Full

Full Property Address(Full Details About Location, Viz, Municipal No., Street/Village, Taluka, District And State In Which Situated)*
test

Full Name Of Acquirer*
rakesh shankar

Relationship With Employee (E.G. Self, Spouse, Etc.)*
Mother

- Step 3: When detail added successfully the property detail will added in property table and show status as 'in process' until it approve/reject (જ્યારે વિગતો સફળતાપૂર્વક ઉમેરવામાં આવે ત્યારે મિલકતની વિગતો મિલકત કોષ્ટકમાં ઉમેરવામાં આવશે અને જ્યાં સુધી તે approve/reject ન કરે ત્યાં સુધી સ્થિતિ 'in process' તરીકે દર્શાવવામાં આવશે).

User Manual_HRMS_Annual Property Return

Annual Property Return Submission Home / Employee Module / Annual Property Return Submission / Add Annual Property Return Submission

Basic Details

Personnel No	Employee Group	Employee Name	Service & Class	Position	Department	Cadre	Office Name
20046565	P Permanent	Pooja Pandya	Class 1	Deputy Section Officer (BT(SO)), (Sachivalaya)	STD	Secretariat - Deputy Section Officer	BT(SO)

Gujarat State Service(Conduct) Rules, 1971, Rule 19

- Every Government servant on his first appointment to any service or post shall submit a return of his immovable assets on the proforma as may be prescribed by the Government giving full details regarding the immovable property inherited, owned, acquired
- Every Gazetted Government servant shall furnish the information specified in clause (a), in the proforma, as may be prescribed by the Government on the 1st January of every year covering the period ending with 31st December, of immediately preceding
- Every non-Gazetted Government Servant shall furnish the information referred to in sub-rule (a) at the end of every year during which he attains the age which is an integral multiple of five years i.e. at the age of 25, 30, 35, etc. up to 58 or 60 years

Form Type*

Movable Immovable New Property Acquisition Intimated Declaration Property History

Show 10 entries Search:

Sr No	Action	Type of property	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date
1		Apartment (flat)	000000000000	000000000000	99,99,99,99,999.00	000000000000	000000000000	Lease	13/06/2024

Annual Property Return Submission Home / Employee Module / Annual Property Return Submission / Add Annual Property Return Submission

Basic Details

Personnel No	Employee Group	Employee Name	Service & Class	Position	Department	Cadre	Office Name
20046565	P Permanent	Pooja Pandya	Class 1	Deputy Section Officer (BT(SO)), (Sachivalaya)	STD	Secretariat - Deputy Section Officer	BT(SO)

Gujarat State Service(Conduct) Rules, 1971, Rule 19

- Every Government servant on his first appointment to any service or post shall submit a return of his immovable assets on the proforma as may be prescribed by the Government giving full details regarding the immovable property inherited, owned, acquired
- Every Gazetted Government servant shall furnish the information specified in clause (a), in the proforma, as may be prescribed by the Government on the 1st January of every year covering the period ending with 31st December, of immediately preceding
- Every non-Gazetted Government Servant shall furnish the information referred to in sub-rule (a) at the end of every year during which he attains the age which is an integral multiple of five years i.e. at the age of 25, 30, 35, etc. up to 58 or 60 years

Form Type*

Movable Immovable New Property Acquisition Intimated Declaration Property History

Show 10 entries Search:

state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Attachment	Status	Laying With	Remarks
Lease	13/06/2024	000000000000	000000000000	5,56,666.00		In Process	Alpeeshkumar Rathva (20001552)	000000000000	

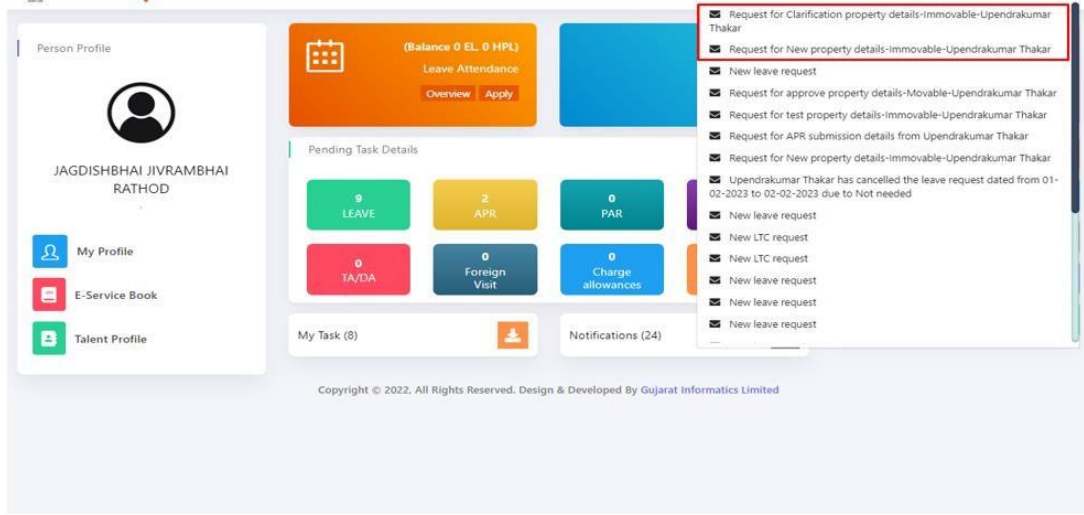
Property History Home / Employee Module / Annual Property Return Submission / Add Annual Property Return Submission / Property History

[Export To Excel](#) Search:

state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Status	Remarks
-	-	Mortgage	15-06-2024	ccccccccc	ccccccccc	-	Disposed	app 1
-	-	Purchase	15-06-2024	ddddddddd	ddddddddd	-	Approved	ddddddddd
-	-	-	-	ddddddddd	ddddddddd	-	Cancelled	-
000000000000	-	Lease	15-06-2024	000000000000	000000000000	5,56,666.00	In Process	000000000000
test	-	Purchase	18-06-2024	test	test	2,22,22,222.00	In Process	test
test	-	Mortgage	18-06-2024	test	test	4,56,455.00	Approved	app2
eeee	-	Purchase	18-06-2024	eeee	eeee	eeee	Rejected	reject

User Manual_HRMS_Annual Property Return

- Step 4: When property approve/reject notification is identified in user login (જ્યારે મિલકત approve/reject કરે છે, ત્યારે સૂચના યુઝર લોગિનમાં બતાવવામાં આવે છે).



Person Profile
JAGDISHBHAI JIVRAMBHAI RATHOD

My Profile
E-Service Book
Talent Profile

(Balance 0 EL, 0 HPL)
Leave Attendance
Overview Apply

Pending Task Details

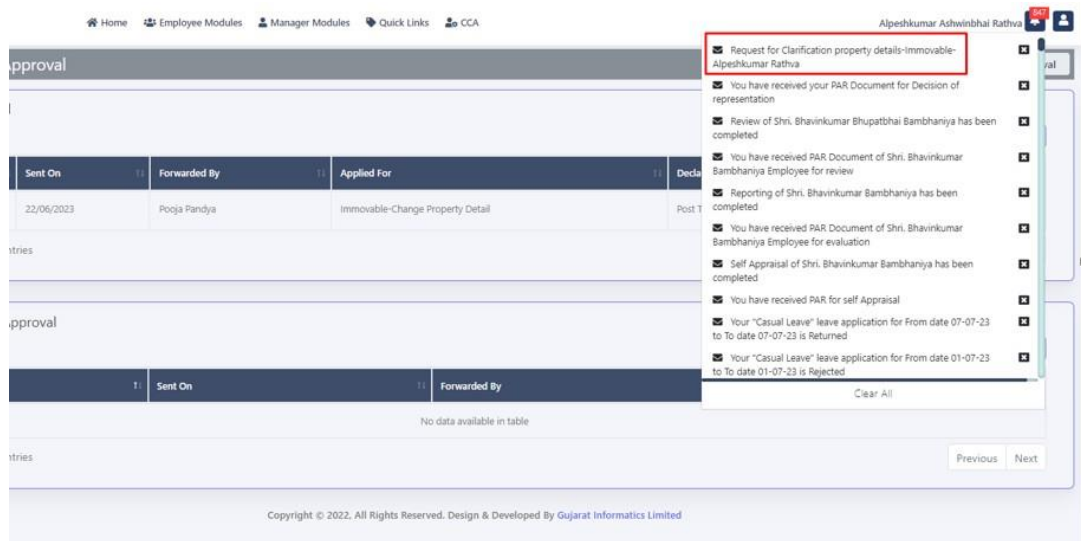
LEAVE: 9
APR: 2
PAR: 0
TA/DA: 0
Foreign Visit: 0
Charge allowances: 0

My Task (8)
Notifications (24)

Request for Clarification property details-immovable-Upendrakumar Thakar
Request for New property details-immovable-Upendrakumar Thakar
New leave request
Request for approve property details-Movable-Upendrakumar Thakar
Request for test property details-immovable-Upendrakumar Thakar
Request for APR submission details from Upendrakumar Thakar
Request for New property details-immovable-Upendrakumar Thakar
Upendrakumar Thakar has cancelled the leave request dated from 01-02-2023 to 02-02-2023 due to Not needed
New leave request
New LTC request
New LTC request
New leave request
New leave request
New leave request

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- Step 5: after submission the property update detail request is notified in approver as per below screen screenshot (સબમિશન પછી પ્રોપર્ટી અપડેટની વિગતોની વિનંતી નીચેના સ્ક્રીન સ્ક્રીનશોટ મુજબ મંજૂરકર્તાને સૂચિત કરવામાં આવે છે).



Home Employee Modules Manager Modules Quick Links CCA

Alpeshkumar Ashwinbhai Rathva

Request for Clarification property details-Immovable-Alpeshkumar Rathva
You have received your PAR Document for Decision of representation
Review of Shri. Bhavinkumar Bhupatbhai Bambhaniya has been completed
You have received PAR Document of Shri. Bhavinkumar Bambhaniya Employee for review
Reporting of Shri. Bhavinkumar Bambhaniya has been completed
You have received PAR Document of Shri. Bhavinkumar Bambhaniya Employee for evaluation
Self Appraisal of Shri. Bhavinkumar Bambhaniya has been completed
You have received PAR for self Appraisal
Your "Casual Leave" leave application for From date 07-07-23 to To date 07-07-23 is Returned
Your "Casual Leave" leave application for From date 01-07-23 to To date 01-07-23 is Rejected
Clear All

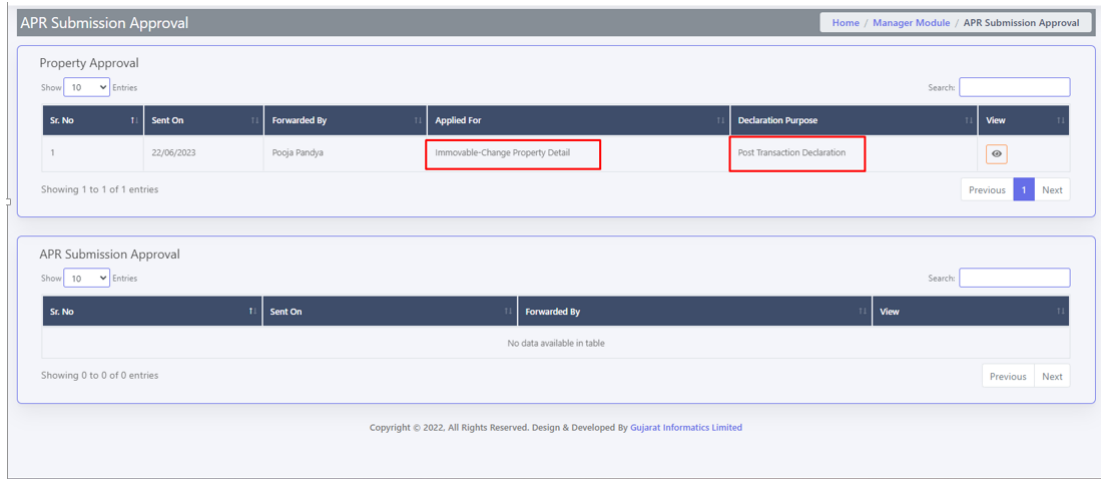
Sent On	Forwarded By	Applied For	Decision
22/06/2023	Pooja Pandya	Immovable-Charge Property Detail	Post T

No data available in table

Previous Next

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User Manual_HRMS_Annual Property Return



APR Submission Approval

Home / Manager Module / APR Submission Approval

Property Approval

Show 10 Entries

Sr. No	Sent On	Forwarded By	Applied For	Declaration Purpose	View
1	22/06/2023	Pooja Pandya	Immovable-Change Property Detail	Post Transaction Declaration	

Showing 1 to 1 of 1 entries

Previous 1 Next

APR Submission Approval

Show 10 Entries

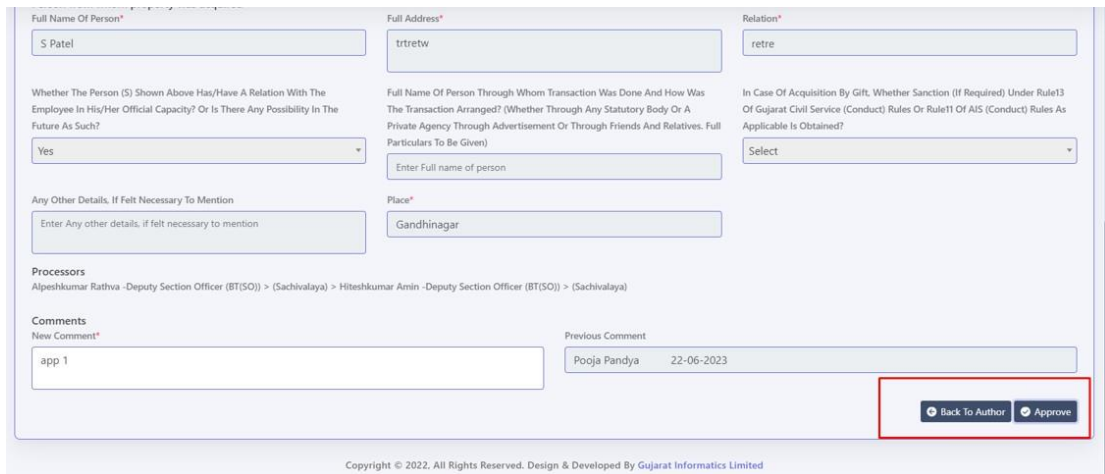
Sr. No	Sent On	Forwarded By	View
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

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- Approver can take action as per below screen for the property that is already approved once and submitted again for any changes in detail/query response (મંજૂરકર્તા તે મિલકત માટે નીચેની સ્ક્રીન મુજબ પગલાં લઈ શકે છે જે પહેલાથી જ એકવાર મંજૂર કરવામાં આવી છે અને વિગતવાર/ક્વેરી પ્રતિસાદમાં કોઈપણ ફેરફારો માટે ફરીથી સબમિટ કરી શકે છે).



Full Name Of Person*
S Patel

Full Address*
ttrtew

Relation*
retre

Whether The Person (S) Shown Above Has/Have A Relation With The Employee In His/Her Official Capacity? Or Is There Any Possibility In The Future As Such?
Yes

Full Name Of Person Through Whom Transaction Was Done And How Was The Transaction Arranged? (Whether Through Any Statutory Body Or A Private Agency Through Advertisement Or Through Friends And Relatives. Full Particulars To Be Given)
Enter Full name of person

In Case Of Acquisition By Gift, Whether Sanction (If Required) Under Rule13 Of Gujarat Civil Service (Conduct) Rules Or Rule11 Of AIS (Conduct) Rules As Applicable Is Obtained?
Select

Any Other Details, If Felt Necessary To Mention
Enter Any other details, if felt necessary to mention

Place*
Gandhinagar

Processors
Alpeshkumar Rathva -Deputy Section Officer (BT(SO)) > (Sachivalaya) > Hiteshkumar Amin -Deputy Section Officer (BT(SO)) > (Sachivalaya)

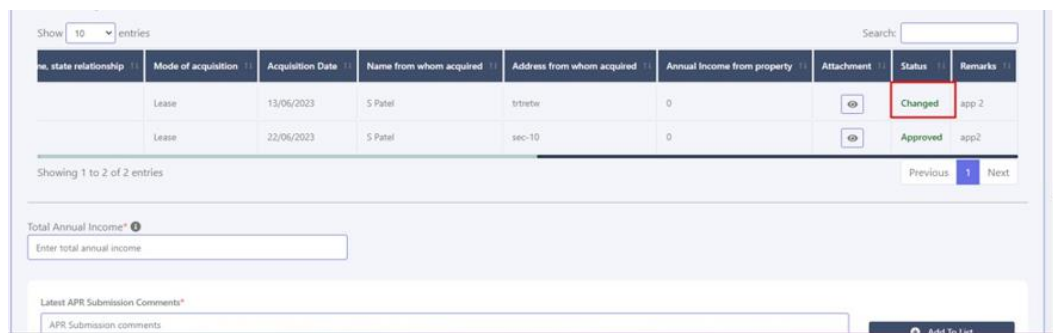
Comments
New Comment*
app 1

Previous Comment
Pooja Pandya 22-06-2023

[Back To Author](#) [Approve](#)

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- When change property detail request approved, status will be as per below screenshot (જ્યારે મિલકતની વિગતો બદલવાની વિનંતી મંજૂર કરવામાં આવે છે, ત્યારે સ્ટેટસ નીચેના સ્ક્રીનશોટ મુજબ હશે),



Show 10 entries

no, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Attachment	Status	Remarks
	Lease	13/06/2023	S Patel	ttrtew	0		Changed	app 2
	Lease	22/06/2023	S Patel	sec-10	0		Approved	app2

Showing 1 to 2 of 2 entries

Previous 1 Next

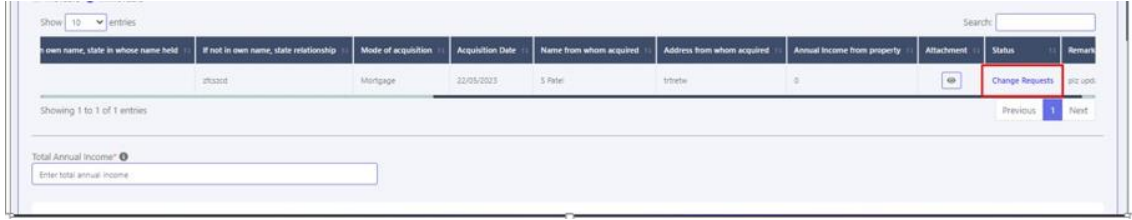
Total Annual Income*
Enter total annual income

Latest APR Submission Comments*
APR Submission comments

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User Manual_HRMS_Annual Property Return

- When Approver send back request by clicking 'back to author' user can view status 'change request' as per below screenshot (જ્યારે મંજૂરકર્તા 'back to author' પર ક્લિક કરીને વિનંતી મોકલો ત્યારે યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ 'change request' જોઈ શકે છે).



own name, state in whose name held	if not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Attachment	Status	Remark
*****		Mortgage	22/05/2013	S Patel	*****	0		Change Request	add opt

Showing 1 to 1 of 1 entries

Total Annual Income*

Enter total annual income

- User can resubmit the request by clicking the change detail button as per below screenshot (યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ વિગત બદલો બટન પર ક્લિક કરીને વિનંતીને ફરીથી સબમિટ કરી શકે છે).



Form Type*

Movable Immovable

Show 10 entries

Search:

Sl. No	Action	Type of property	Description of property	Address	Present Value	if not in own name, state in whose name held	if not in own name, state relationship	Mode of acquisition	Ac
1		Apartment (flat)	*****	*****	99,99,99,99,999.00	*****	*****	Lease	13/

3.3. Cancel Property detail (કેન્સલ પ્રોપર્ટી ડિટેઇલ)

- Step 1: Click on 'cancel property' icon of already added property for cancel property the detail (મિલકત રદ કરવાની વિગત માટે પહેલેથી જ ઉમેરાયેલી મિલકતના 'કેન્સલ પ્રોપર્ટી' આઇકોન પર ક્લિક કરો).



Sr. No	Action	Type of property	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date	Name
1		Land with Residential Building	floor	sdad	50000	S Patel	self	Lease	22/06/2023	S Pat

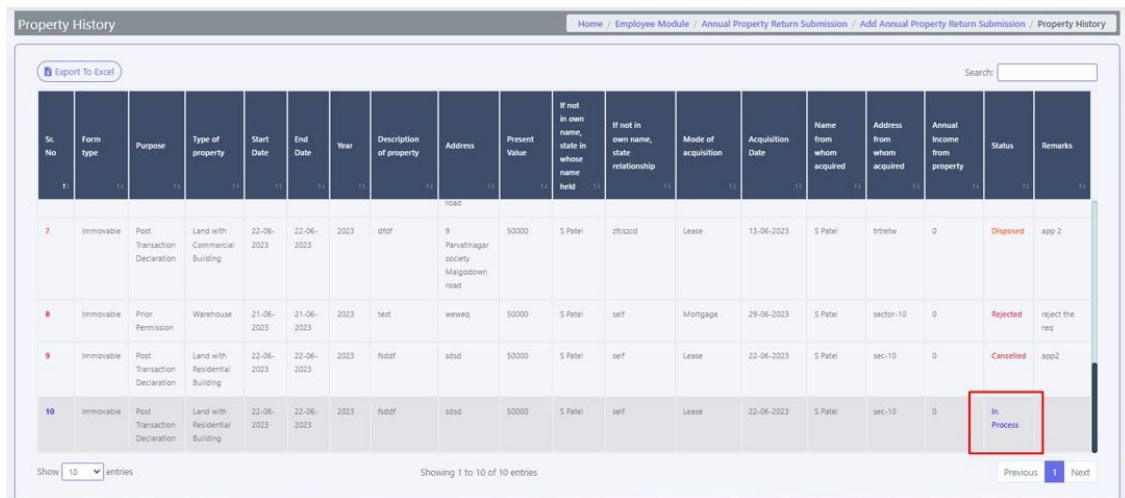
Showing 1 to 1 of 1 entries

Total Annual Income*

Enter total annual income

Latest APR Submission Comments*

- Step 2: open the property detail form and submit request for cancel property detail. And the same property status will be maintained in Property History as per below screenshot (પ્રોપર્ટી ડિટેઇલ ફોર્મ ખોલો અને પ્રોપર્ટી ડિટેઇલ કેન્સલ કરવા માટે રિક્વેસ્ટ સબમિટ કરો. અને નીચે આપેલા સ્ક્રીનશોટ મુજબ પ્રોપર્ટી હિસ્ટ્રીમાં સમાન પ્રોપર્ટી સ્ટેટસ જાળવી રાખવામાં આવશે).

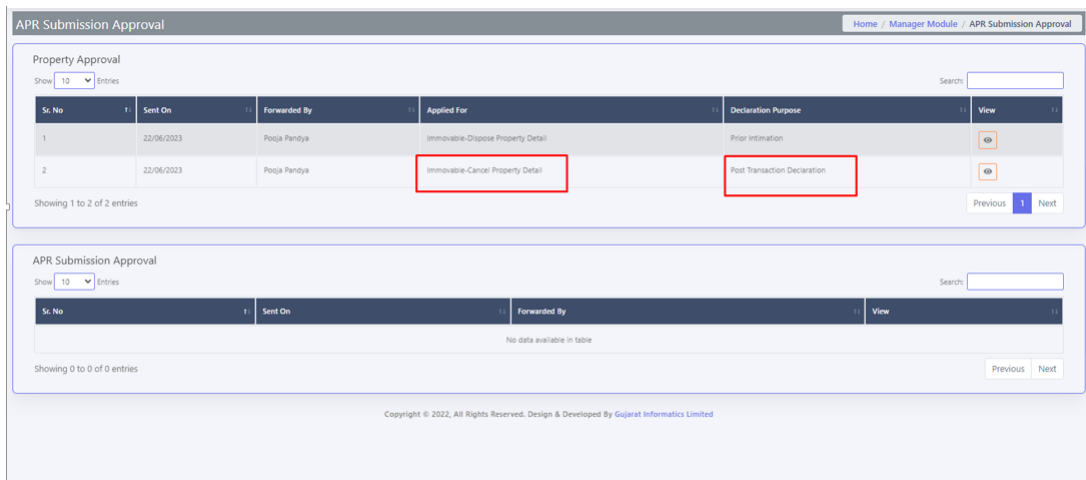


Sr. No	Form type	Purpose	Type of property	Start Date	End Date	Year	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Status	Remarks
7	Immovable	Post Transaction Declaration	Land with Commercial Building	22-06-2023	22-06-2023	2023	ofof	9 Parvatnagar society Malgoadown road	50000	S Patel	zfcscad	Lease	13-06-2023	S Patel	trtrtr	0	Disposed	app 2
8	Immovable	Prior Permission	Warehouse	21-06-2023	21-06-2023	2023	test	wewew	50000	S Patel	self	Mortgage	29-06-2023	S Patel	sector-10	0	Rejected	reject the req
9	Immovable	Post Transaction Declaration	Land with Residential Building	22-06-2023	22-06-2023	2023	fsdaf	sdad	50000	S Patel	self	Lease	22-06-2023	S Patel	sec-10	0	Cancelled	app2
10	Immovable	Post Transaction Declaration	Land with Residential Building	22-06-2023	22-06-2023	2023	fsdaf	sdad	50000	S Patel	self	Lease	22-06-2023	S Patel	sec-10	0	In Process	

Showing 1 to 10 of 10 entries

User Manual_HRMS_Annual Property Return

- Step 3: Approver can find the request in approval screen as per below Screenshot (મંજૂરકર્તા નીચે આપેલા સ્ક્રીનશોટ મુજબ મંજૂરી સ્ક્રીનમાં વિનંતી શોધી શકશે).



APR Submission Approval

Home / Manager Module / APR Submission Approval

Property Approval

Show 10 Entries

Sr. No	Sent On	Forwarded By	Applied For	Declaration Purpose	View
1	22/06/2023	Pooja Pandya	Immovable-Dispose Property Detail	Prior Intimation	
2	22/06/2023	Pooja Pandya	Immovable-Cancel Property Detail	Post Transaction Declaration	

Showing 1 to 2 of 2 entries

Previous 1 Next

APR Submission Approval

Show 10 Entries

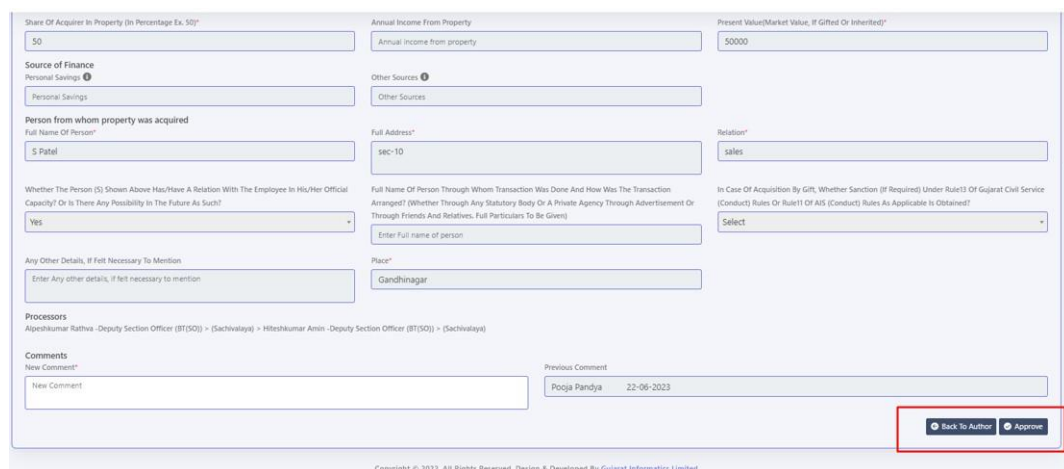
Sr. No	Sent On	Forwarded By	View
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

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- Step 4: User can find below actions for the property requested and when approver click to approve button the property cancelled in user account and the status will find in property history table.



Share Of Acquirer In Property (In Percentage Ex. 50%)

50

Annual Income From Property

Annual Income from property

Present Value(Market Value, If Gifted Or Inherited)*

50000

Source of Finance

Personal Savings

Personal Savings

Other Sources

Other Sources

Person from whom property was acquired

Full Name Of Person*

S Patel

Full Address*

sec-10

Relation*

sales

Whether The Person (S) Shown Above Has/Have A Relation With The Employee In His/Her Official Capacity? Or Is There Any Possibility In The Future As Such?

Yes

Full Name Of Person Through Whom Transaction Was Done And How Was The Transaction Arranged? (Whether Through Any Statutory Body Or A Private Agency Through Advertisement Or Through Friends And Relatives, Full Particulars To Be Given)

Enter Full name of person

In Case Of Acquisition By GIR, Whether Sanction (If Required) Under Rule(1) Of Gujarat Civil Service (Conduct) Rules Or Rule(1) Of AIS (Conduct) Rules As Applicable Is Obtained?

Select

Any Other Details, If Felt Necessary To Mention

Enter Any other details, if felt necessary to mention

Place*

Gandhinagar

Processors

Alpeshkumar Rathva -Deputy Section Officer (BT(SO)) - (Sachivalaya) > Hiteshkumar Amin - Deputy Section Officer (BT(SO)) - (Sachivalaya)

Comments

New Comment*

New Comment

Previous Comment

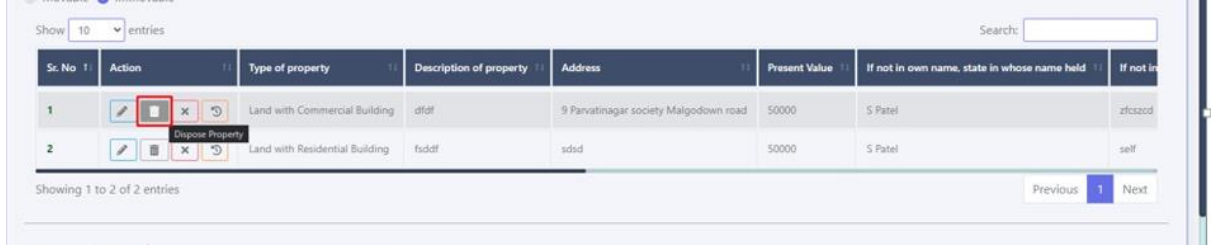
Pooja Pandya 22-06-2023



Back to Author Approve

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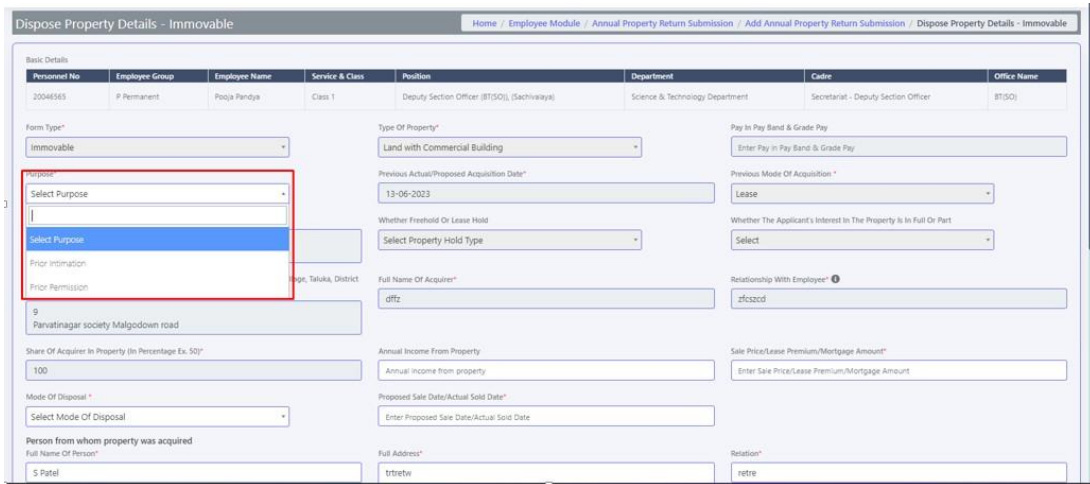
3.4. Dispose property detail (ડિસ્પોઝ પ્રોપર્ટી ડિટેઇલ)

- Step 1: User can initiate dispose property request by clicking dispose request as per below screenshot (યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ નિકાલ વિનંતી પર ક્લિક કરીને મિલકતની નિકાલની વિનંતી શરૂ કરી શકે છે).



Sr. No	Action	Type of property	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in
1		Land with Commercial Building	dtdf	9 Parvatnagar society Malgoldown road	50000	S Patel	zfczcd
2		Land with Residential Building	fsddf	sdsd	50000	S Patel	self

- Step 2: when user want to declare the property for the sell purpose, User must select any of the purpose as showed in below screenshot and fill other detail and then submit for dispose property (જ્યારે યુઝર વેચાણ હેતુ માટે મિલકત જાહેર કરવા માંગે છે, ત્યારે યુઝરને નીચેના સ્ક્રીનશોટમાં બતાવ્યા પ્રમાણે કોઈપણ હેતુ પસંદ કરવો પડશે અને અન્ય વિગતો ભરવી પડશે અને પછી મિલકતના નિકાલ માટે સબમિટ કરવી પડશે).



Dispose Property Details - Immovable

Home / Employee Module / Annual Property Return Submission / Add Annual Property Return Submission / Dispose Property Details - Immovable

Basic Details

Personnel No	Employee Group	Employee Name	Service & Class	Position	Department	Cadre	Office Name
2504565	P Permanent	Pooja Pandya	Class 1	Deputy Section Officer (BTSO), (Sachivya)	Science & Technology Department	Secretarial - Deputy Section Officer	BTSO

Form Type*
Immovable

Type Of Property*
Land with Commercial Building

Pay In Pay Band & Grade Pay
Enter Pay in Pay Band & Grade Pay

Select Purpose*
Select Purpose

Previous Actual/Proposed Acquisition Date*
13-05-2023

Previous Mode Of Acquisition*
Lease

Prior Intimation*
Page, Taluka, District

Whether Freehold Or Lease Hold
Select Property Hold Type

Whether The Applicant's Interest In The Property Is In Full Or Part
Select

Prior Permission

Full Name Of Acquirer*
dfz

Relationship With Employee*
zfczcd

Share Of Acquirer In Property (In Percentage Ex. 50)*
100

Annual Income From Property
Annual income from property

Sale Price/Lease Premium/Mortgage Amount*
Enter Sale Price/Lease Premium/Mortgage Amount

Mode Of Disposal*
Select Mode Of Disposal

Proposed Sale Date/Actual Sold Date*
Enter Proposed Sale Date/Actual Sold Date

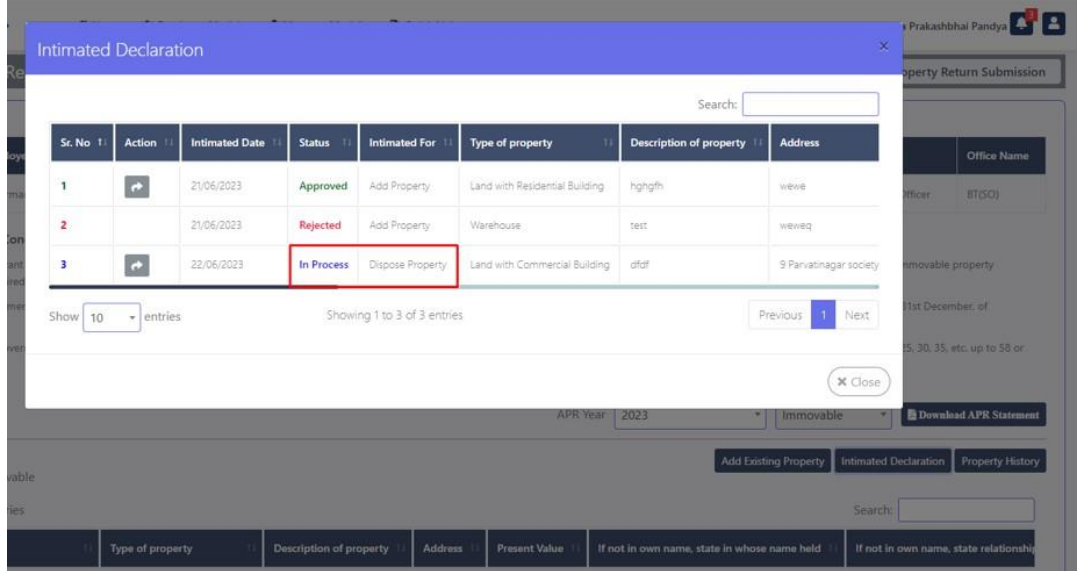
Person from whom property was acquired
Full Name Of Person*
S Patel

Full Address*
trtrtw

Relation*
rtre

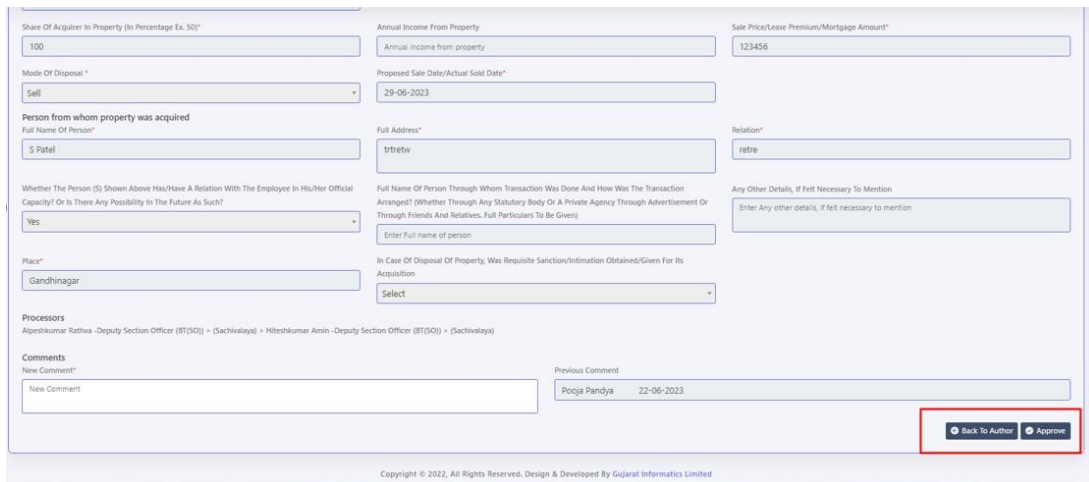
User Manual_HRMS_Annual Property Return

- Step 3: Once the dispose request submitted user can view the same request in intimation declaration table as per below screenshot (એકવાર નિકાલની વિનંતી સબમિટ કર્યા પછી યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ સૂચના ડિક્લેરેશન કોષ્ટકમાં સમાન વિનંતી જોઈ શકે છે).



Sr. No	Action	Intimated Date	Status	Intimated For	Type of property	Description of property	Address
1		21/06/2023	Approved	Add Property	Land with Residential Building	hghgh	wewe
2		21/06/2023	Rejected	Add Property	Warehouse	test	weweq
3		22/06/2023	In Process	Dispose Property	Land with Commercial Building	dfdf	9 Parvatnagar society

- Step 4: Approver can take the actions as per below screenshot (મંજૂરકર્તા નીચે આપેલા સ્ક્રીનશોટ પ્રમાણે પગલાં લઈ શકે છે).



Share Of Acquirer in Property (In Percentage Ex. 50%)
100

Annual Income From Property
Annual income from property

Sale Price/Lease Premium/Mortgage Amount*
123456

Mode Of Disposal *
Sell

Proposed Sale Date/Actual Sale Date*
29-06-2023

Person from whom property was acquired
Full Name Of Person*
S Patel

Full Address*
trtrtr

Relation*
rstr

Whether The Person (S) Shown Above Has/Have A Relation With The Employee In His/Her Official Capacity? Or Is There Any Possibility In The Future As Such?
Yes

Full Name Of Person Through Whom Transaction Was Done And How Was The Transaction Arranged? (Whether Through Any Statutory Body Or A Private Agency Through Advertisement Or Through Friends And Relations. Full Particulars To Be Given)
Enter Full name of person

Any Other Details, if felt necessary to mention
Enter Any other details, if felt necessary to mention

Place*
Gandhinagar

In Case Of Disposal Of Property, Was Requisite Sanction/Intimation Obtained/Given For Its Acquisition
Select

Processors
Alpeshkumar Rathva - Deputy Section Officer (BT(SO)) - (Sachivalaya) - Hiteshkumar Amin - Deputy Section Officer (BT(SO)) - (Sachivalaya)

Comments
New Comment*
New Comment

Previous Comment
Pooja Pandya 22-06-2023

Back To Author Approve

User Manual_HRMS_Annual Property Return

- Step 5: When approver click back to author, can find the status as per below screenshot (જ્યારે મંજૂરકર્તા લેખક પર પાછા ક્લિક કરે છે, ત્યારે નીચે આપેલા સ્ક્રીનશોટ મુજબ સ્ટેટસ શોધી શકે છે).

Property History

Home / Employee Module / Annual Property Return Submission / Add Annual Property Return Submission / Property History

Export To Excel Search: _____

Sl. No	Form type	Purpose	Type of property	Start Date	End Date	Year	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Status	Remarks
5	Immovable	Prior Intimation	Land with Commercial Building	22-06-2023	22-06-2023	2023	other	9 Parvatnagar society Magdodan road	50000	S Patel	other	Lease	13-06-2023	S Patel	triveta	0	In Process	dispose application
6	Immovable	Post Transaction Declaration	Land with Commercial Building	22-06-2023	22-06-2023	2023	other	9 Parvatnagar society Magdodan road	50000	S Patel	other	Lease	13-06-2023	S Patel	triveta	0	Change Requests	dispose app 1
7	Immovable	Prior Permission	Warehouse	21-06-2023	21-06-2023	2023	test	wawac	50000	S Patel	self	Mortgage	29-06-2023	S Patel	sec-10	0	Rejected	reject the req
8	Immovable	Post	Land with	22-06-2023	22-06-2023	2023	fsdf	sdst	50000	S Patel	self	Lease	22-06-2023	S Patel	sec-10	0	Approved	app2

Show 10 entries Showing 1 to 8 of 8 entries Previous Next

Show 10 entries Search: _____

Sl. No	Form type	Purpose	Type of property	Start Date	End Date	Year	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Status	Remarks
																	Approved	app2
																	Change Requests	dispose app 1

Show 1 to 2 of 2 entries Previous Next

Total Annual Income: _____

- Step 6: User can resubmit the request by clicking the change detail button as per below screenshot (યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ વિગત બદલો બટન પર ક્લિક કરીને વિનંતિ ફરીથી સબમિટ કરી શકે છે).

2004565 P Permanent Pojja Pandya Class 1 Deputy Section Officer (BTSO) (Sachivaya) Science & Technology Department Secretariat - Deputy Section Officer (BTSO)

Gujarat State Service/Conduct Rules, 1971, Rule 19

Every Government servant on his first appointment to any service or post shall submit a return of his immovable assets on the proforma as may be prescribed by the Government giving full details regarding the immovable property inherited, owned, acquired

Every Government servant shall furnish the information specified in clause (b), in the proforma, as may be prescribed by the Government on the 1st January of every year covering the period ending with 31st December, of immediately preceding

Every non-Gazetted Government Servant shall furnish the information referred to in sub-rule (a) at the end of every year during which he attains the age which is an integral multiple of the years i.e. at the age of 25, 30, 35, etc. up to 55 or 60 years

APR Year: 2023 Form Type: Immovable Download APR Statement

Form Type: Movable Immovable Add Existing Property Intimated Declaration Property History

Show 10 entries Search: _____

Sl. No	Action	Type of property	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in own name, state relationship	Mode of acquisition
1	[Edit] [Delete] [Refresh]	Land with Residential Building	fsdf	sdst	50000	S Patel	self	Lease
2	[Change Detail]	Land with Commercial Building	other	9 Parvatnagar society Magdodan road	50000	S Patel	other	Lease

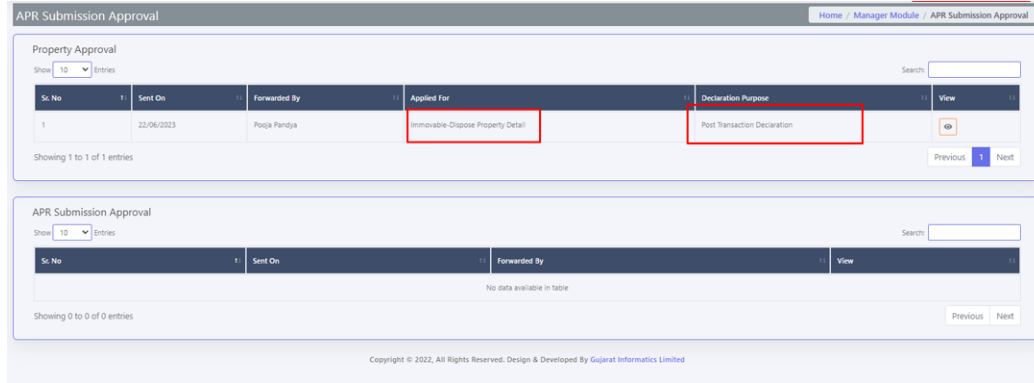
Show 1 to 2 of 2 entries Previous Next

Total Annual Income: _____ Enter total annual income: _____

Latest APR Submission Comments: APR Submission comments Add To List

User Manual_HRMS_Annual Property Return

- Step 7: approver can find the request for dispose as per below screenshot (મંજૂરકર્તા નીચે આપેલા સ્ક્રીનશોટ મુજબ નિકાલ માટેની વિનંતી શોધી શકે છે).



APR Submission Approval

Home / Manager Module / APR Submission Approval

Property Approval

Show 10 Entries

Sr. No	Sent On	Forwarded By	Applied for	Declaration Purpose	View
1	22/06/2023	Pooja Pandya	Immovable-Dispose Property Detail	Post Transaction Declaration	

Showing 1 to 1 of 1 entries

Previous Next

APR Submission Approval

Show 10 Entries

Sr. No	Sent On	Forwarded By	View
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

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- Step 8: User can find the status of disposed property as per below screenshot (યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ નિકાલ કરાયેલ મિલકતની સ્થિતિ શોધી શકે છે).



Property History

Home / Employee Module / Annual Property Return Submission / Add Annual Property Return Submission / Property History

Export To Excel

Sr. No	Form type	Purpose	Type of property	Start Date	End Date	Year	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Status	Remarks
1		Intimation	Commercial Building	2023	2023			Panvatnagar society Maigodown road									Process	intimation
6	Immovable	Post Transaction Declaration	Land with Commercial Building	22-06-2023	22-06-2023	2023	dtff	9 Panvatnagar society Maigodown road	50000	S Patel	dfcccd	Lease	13-06-2023	S Patel	Intretw	0	Change Requests	dispose app 1
7	Immovable	Post Transaction Declaration	Land with Commercial Building	22-06-2023	22-06-2023	2023	dtff	9 Panvatnagar society Maigodown road	50000	S Patel	dfcccd	Lease	13-06-2023	S Patel	Intretw	0	Disposed	app 2
8	Immovable	Prior	Warehouse	21-06-2023	21-06-2023	2023	test	seveeq	50000	S Patel	self	Mortgage	29-06-2023	S Patel	sector-10	0	Rejected	reject the

Show 10 entries

Showing 1 to 9 of 9 entries

Previous Next

3.5. Property history detail (પ્રોપર્ટી હિસ્ટ્રી ની વિગતો)

- User can find the property detail for both property (Movable + Immovable) by clicking the property history button as per below screenshot (યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ પ્રોપર્ટી હિસ્ટ્રી બટન પર ક્લિક કરીને બંને પ્રોપર્ટી (મૂવેબલ + ઇમમૂવેબલ) માટે પ્રોપર્ટીની વિગતો શોધી શકે છે).

> Every Government servant on his first appointment to any service or post shall submit a return of his immovable assets on the proforma as may be prescribed by the Government giving full details regarding the immovable property inherited, owned, acquired
 > Every Gazetted Government servant shall furnish the information specified in clause (a), in the proforma, as may be prescribed by the Government on the 1st January of every year covering the period ending with 31st December, of immediately preceding
 > Every non-Gazetted Government Servant shall furnish the information referred to in sub-rule (a) at the end of every year during which he attains the age which is an integral multiple of five years i.e. at the age of 25, 30, 35, etc. up to 58 or 60 years

APR Year: 2023 | Immovable | Download APR Statement

Form Type*
 Movable Immovable

Show 10 entries | Search: _____

Sr. No	Action	Type of property	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in own name, state relationship	Mode of acquire
1		Agriculture Land	test property	Gandhinagar	50000	S Patel	self	Mortgage

Showing 1 to 1 of 1 entries | Previous 1 Next

Total Annual Income*
 Enter total annual income: _____

Property History Details - Immovable

Home / Employee Module / Annual Property Return Submission / Property History Details - Immovable

Basic Details

Personal No	Employee Group	Employee Name	Service & Class	Position	Department	Cadre	Office Name
20000304		Upendrakumar Thakar		Deputy Section Officer (0H-2 Branch) (Sachivalaya)	GAD	Gujarat Stenographer Grade-(IHOD)	0H-2 Branch

Form Type*
 Immovable

Type Of Property*
 Land

Pay In Pay Band & Grade Pay
 16000

Purpose*
 Prior Permission

Previous Actual/Proposed Acquisition Date*
 25-01-2023

Previous Mode Of Acquisition *
 Purchase

Previous Description Of Property/Area Of Land/Area Of Construction*
 shop

Whether Freehold Or Lease Hold
 Free Hold

Whether The Applicant's Interest In The Property Is In Full Or Part
 Full

Full Property Address(Full Details About Location, Viz, Municipal No., Street/Villages, Taluka, District And State In Which Situated)*
 test

Full Name Of Acquirer*
 rakesh shankar

Relationship With Employee (E.G. Self, Spouse, Etc.)*
 Daughter

Share Of Acquirer In Property (In Percentage Ex. 50)*
 50

Annual Income From Property
 500000000

Present Value/Market Value, If Gifted Or Inherited*
 0

Source Of Finance
 Personal Savings
 500000000

Other Sources
 200000

Person from whom property was acquired
 Full Name Of Person*
 rakesh shankar

Full Address*
 sector 10,karmayogi bhavan

Relation*
 vendor

Whether The Person (S) Shown Above Has/Have A Relation With The Employee In His/Her
 Full Name Of Person Through Whom Transaction Was Done And How Was The Transaction
 In Case Of Acquisition By GIL, Whether Sanction (If Required) Under Rule13 Of Gujarat Civil

4. Movable Property - Step by Step Guide (જંગમ મિલકત - સ્ટેપ બાય સ્ટેપ ગાઇડ)

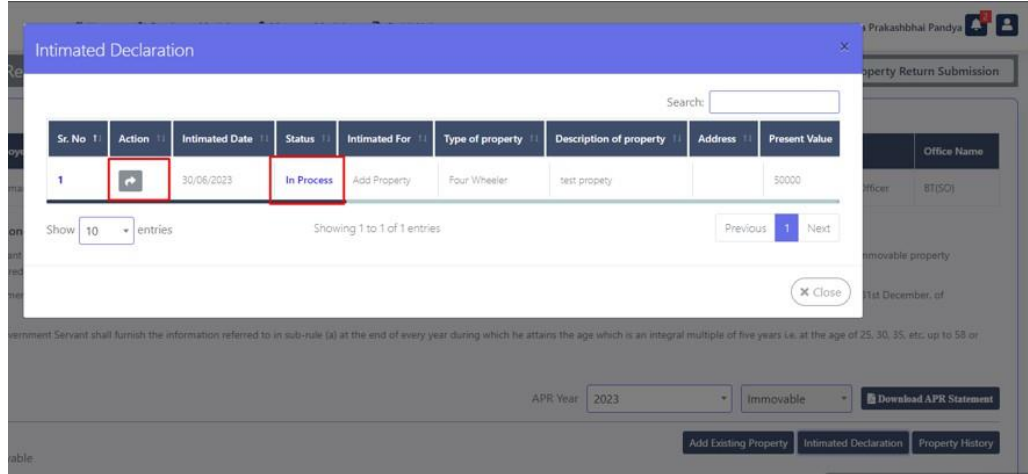
4.1. Add New property

- Add property- User can add movable property and while submitted user can find the In Process request as below. (યુઝર જંગમ મિલકત ઉમેરી શકે છે અને સબમિટ કરતી વખતે યુઝર નીચે પ્રમાણે પ્રક્રિયામાં વિનંતી શોધી શકે છે.)



state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Attachment	Status	Remarks
	Mortgage	01/06/2023	S Patel	sec-10	0		In Process	movable req

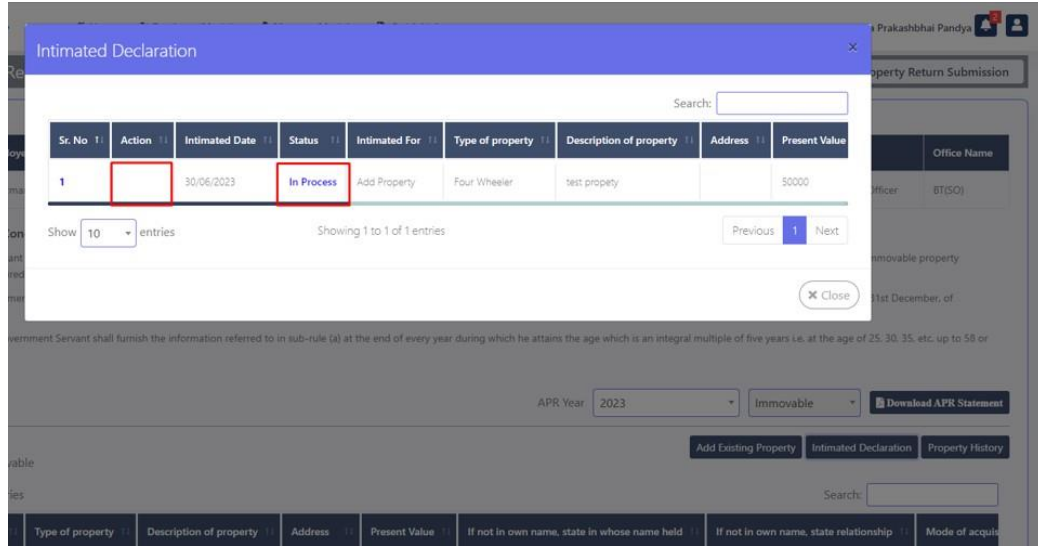
- Prior intimation request can be fine in Intimation Declaration table and user can do post transaction from here as per below screenshot. (પૂર્વ સૂચના વિનંતિ ઇન્ટિમેશન ડિક્લેરેશન ટેબલમાં મળી શકે છે અને યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ અહીંથી પોસ્ટ ટ્રાન્ઝેક્શન કરી શકે છે.)



Sr. No	Action	Intimated Date	Status	Intimated For	Type of property	Description of property	Address	Present Value
1		30/06/2023	In Process	Add Property	Four Wheeler	text property		50000

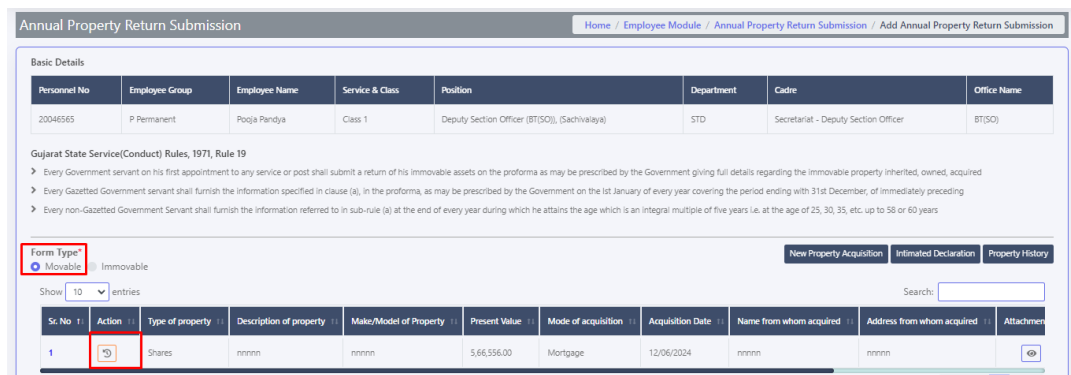
User Manual_HRMS_Annual Property Return

- Post transaction of prior intimation is independent from the approval of prior intimation request. (પૂર્વ સૂચનાની પોસ્ટ ટ્રાન્ઝેક્શન પૂર્વ સૂચના વિનંતીની મંજૂરીથી સ્વતંત્ર છે.)



Sr. No	Action	Intimated Date	Status	Intimated For	Type of property	Description of property	Address	Present Value
1	Add Property	30/06/2023	In Process	Four Wheeler	test property			50000

- Post transaction request for the same can be find as below. (તેના માટે પોસ્ટ ટ્રાન્ઝેક્શન વિનંતી નીચે પ્રમાણે શોધી શકાય છે.)



Personnel No	Employee Group	Employee Name	Service & Class	Position	Department	Cadre	Office Name
20046565	P Permanent	Pooja Pandya	Class 1	Deputy Section Officer (BT(SO)), (Sachivalaya)	STD	Secretariat - Deputy Section Officer	BT(SO)

Gujarat State Service(Conduct) Rules, 1971, Rule 19

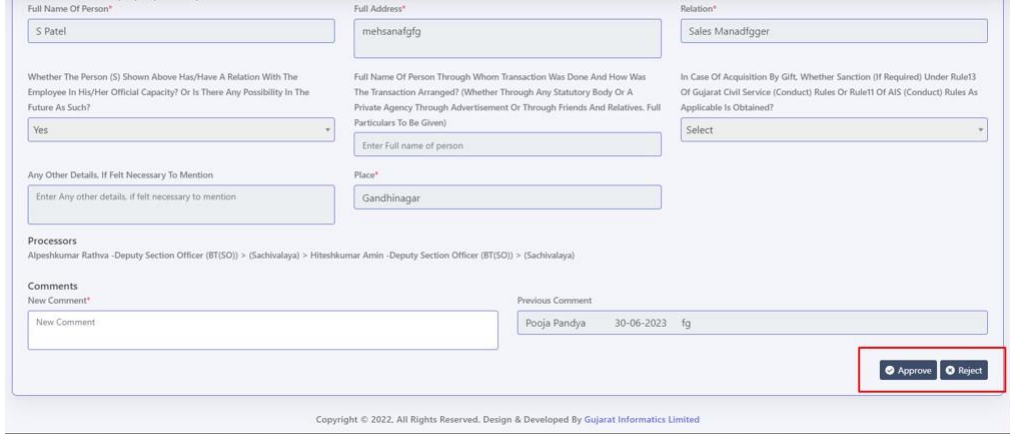
- Every Government servant on his first appointment to any service or post shall submit a return of his immovable assets on the proforma as may be prescribed by the Government giving full details regarding the immovable property inherited, owned, acquired
- Every Gazetted Government servant shall furnish the information specified in clause (a), in the proforma, as may be prescribed by the Government on the 1st January of every year covering the period ending with 31st December, of immediately preceding
- Every non-Gazetted Government Servant shall furnish the information referred to in sub-rule (a) at the end of every year during which he attains the age which is an integral multiple of five years i.e. at the age of 25, 30, 35, etc. up to 50 or 60 years

Form Type*
 Movable
 Immovable

Sr. No	Action	Type of property	Description of property	Make/Model of Property	Present Value	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Attachments
1	Mortgage	Shares	nnnn	nnnn	5,66,556.00	Mortgage	12/06/2024	nnnn	nnnn	

User Manual_HRMS_Annual Property Return

- Approver can find the request as below. (મંજૂરકર્તા નીચે પ્રમાણે વિનંતી શોધી શકે છે.)



Full Name Of Person* S Patel

Full Address* mehsanafgfg

Relation* Sales Manadfigger

Whether The Person (S) Shown Above Has/Have A Relation With The Employee In His/Her Official Capacity? Or Is There Any Possibility In The Future As Such? Yes

Full Name Of Person Through Whom Transaction Was Done And How Was The Transaction Arranged? (Whether Through Any Statutory Body Or A Private Agency Through Advertisement Or Through Friends And Relatives, Full Particulars To Be Given) Enter Full name of person

In Case Of Acquisition By Gift, Whether Sanction (If Required) Under Rule13 Of Gujarat Civil Service (Conduct) Rules Or Rule11 Of AIS (Conduct) Rules As Applicable Is Obtained? Select

Any Other Details, If Felt Necessary To Mention Enter Any other details, if felt necessary to mention

Place* Gandhinagar

Processors Alpeshkumar Rathva -Deputy Section Officer (BT(SO)) > (Sachivalaya) > Hiteshkumar Amin -Deputy Section Officer (BT(SO)) > (Sachivalaya)

Comments New Comment* Previous Comment Pooja Pandya 30-06-2023 fg

Approve Reject

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- User can find status of request as below. (યુઝર નીચે પ્રમાણે વિનંતીની સ્થિતિ શોધી શકે છે.)



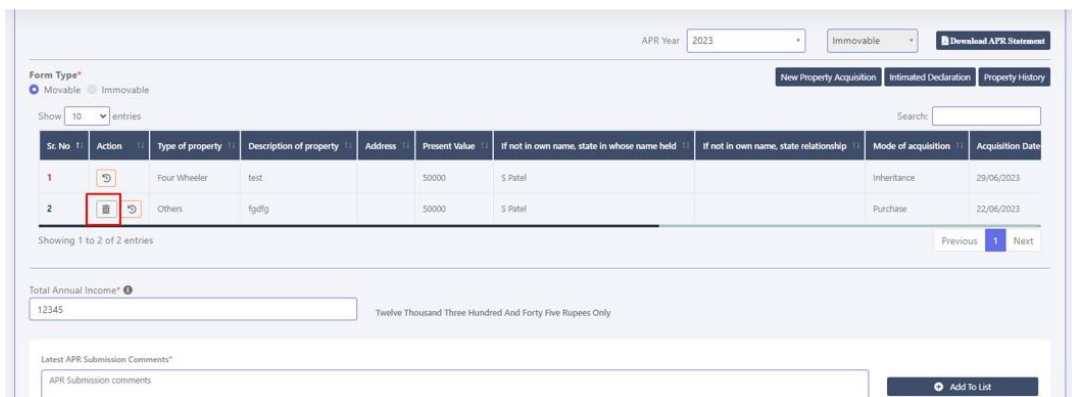
Sl. No.	state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Attachment	Status	Remarks
1		Mortgage	01/06/2023	S Patel	sec-10	0		Approved	app 1
2		Inheritance	29/06/2023	S Patel	mehsana	0		Rejected	reject

Showing 1 to 2 of 2 entries

Total Annual Income* 12345

4.2. Dispose property detail (મિલકતની વિગતોનો નિકાલ કરો)

- Step 1: User can dispose approved property by clicking dispose button as per below screenshot. (યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ નિકાલ બટન પર ક્લિક કરીને મંજૂર મિલકતનો નિકાલ કરી શકે છે.)



APR Year 2023

Form Type* Movable Immovable

Sr. No	Action	Type of property	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date
1		Four Wheeler	test		50000	S Patel		Inheritance	29/06/2023
2	Dispose	Others	fgfg		50000	S Patel		Purchase	22/06/2023

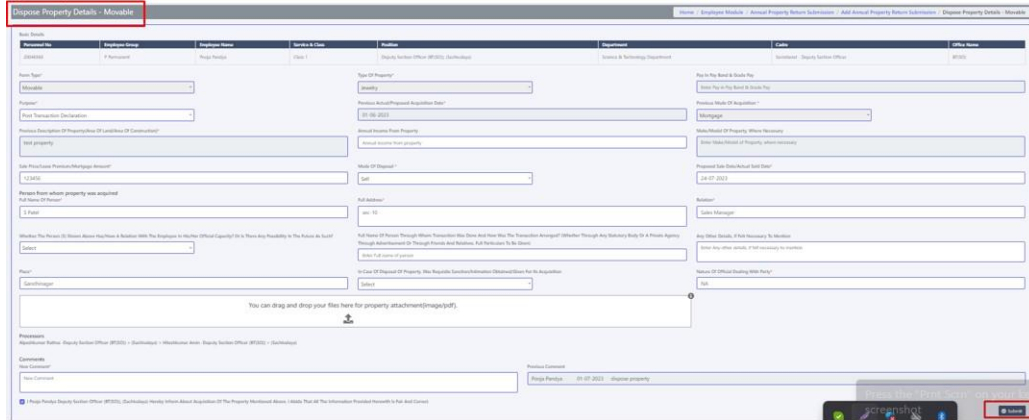
Showing 1 to 2 of 2 entries

Total Annual Income* 12345 Twelve Thousand Three Hundred And Forty Five Rupees Only

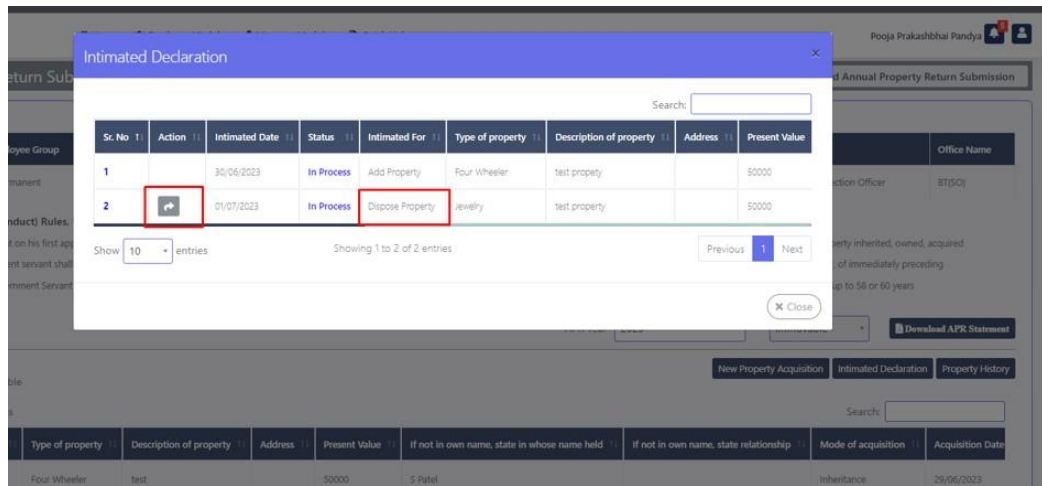
Latest APR Submission Comments* APR Submission comments

Add to List

User Manual_HRMS_Annual Property Return

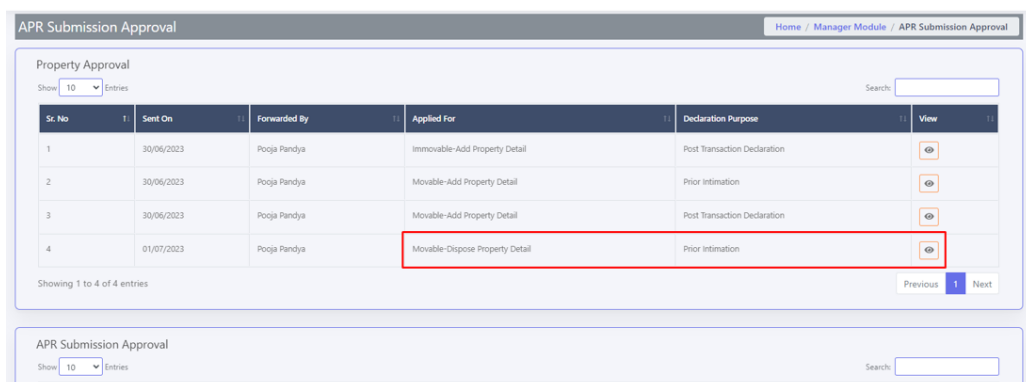


- Step 2: User can find prior intimation/prior permission the dispose request in intimation declaration table as per below screenshot. (યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ સૂચના ધોષણા કોષ્ટકમાં નિકાલ વિનંતીને પૂર્વ સૂચના/પૂર્વ પરવાનગી મેળવી શકે છે.)



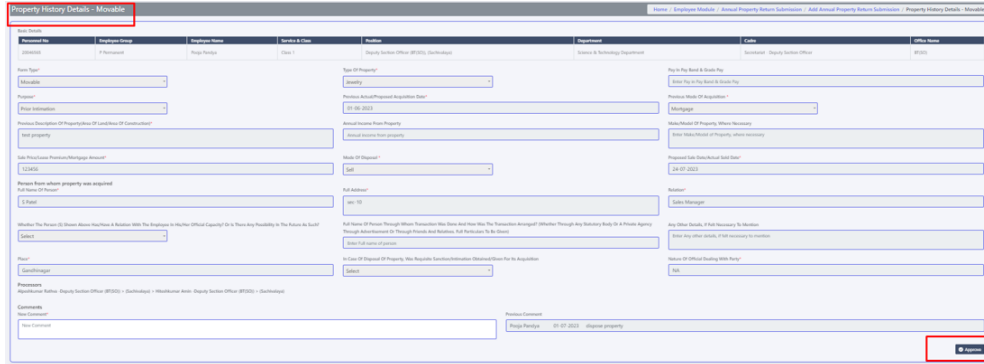
Sr. No	Action	Intimated Date	Status	Intimated For	Type of property	Description of property	Address	Present Value
1		30/06/2023	In Process	Add Property	Four Wheeler	test property		50000
2		01/07/2023	In Process	Dispose Property	Jewelry	test property		50000

- Step 3: User can find prior intimation dispose request in approver and find detail as per below screenshot. (યુઝર મંજૂરીમાં પૂર્વ સૂચના નિકાલ વિનંતી શોધી શકે છે અને નીચેના સ્ક્રીનશોટ મુજબ વિગતો શોધી શકે છે.)



Sr. No	Sent On	Forwarded By	Applied For	Declaration Purpose	View
1	30/06/2023	Pooja Pandya	Immovable-Add Property Detail	Post Transaction Declaration	
2	30/06/2023	Pooja Pandya	Movable-Add Property Detail	Prior Intimation	
3	30/06/2023	Pooja Pandya	Movable-Add Property Detail	Post Transaction Declaration	
4	01/07/2023	Pooja Pandya	Movable-Dispose Property Detail	Prior Intimation	

User Manual_HRMS_Annual Property Return



Property History Details - Movable

Employee Name: Pooja Pandya, Role: Class 1, Department: Science & Technology Department, Office Name: #1025

Form Type: Movable, Date of Property: 01/07/2023, Declaration Purpose: Post Transaction Declaration

Previous Description of Property/Status of Land/Use of Construction: Movable-Add Property Detail

Declaration Purpose: Post Transaction Declaration

Reason from whom property was acquired: Self

Full Address: Gandhinagar

Comments: New Comment

Buttons: Approve, Cancel

- Step 4: User can find post transaction dispose request in approver and find detail as per below screenshot after submission of post transaction request from step 2 of the same. (તેનાં સ્ટેપ 2 થી પોસ્ટ ટ્રાન્ઝેક્શન વિનંતી સબમિટ કર્યા પછી. યુઝર મંજૂર કરતાંમાં પોસ્ટ ટ્રાન્ઝેક્શન નિકાલ વિનંતી શોધી શકે છે અને નીચે આપેલા સ્ક્રીનશોટ મુજબ વિગતવાર શોધી શકે છે)

APR Submission Approval

Home / Manager Module / APR Submission Approval

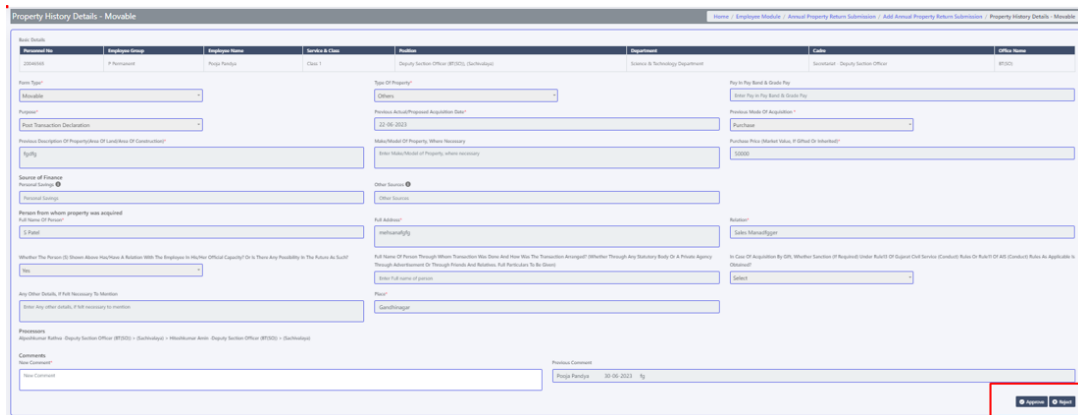
Property Approval

Show 10 Entries

Sr. No	Sent On	Forwarded By	Applied For	Declaration Purpose	View
1	30/06/2023	Pooja Pandya	Immovable-Add Property Detail	Post Transaction Declaration	
2	30/06/2023	Pooja Pandya	Movable-Add Property Detail	Prior Intimation	
3	01/07/2023	Pooja Pandya	Movable-Dispose Property Detail	Prior Intimation	
4	01/07/2023	Pooja Pandya	Movable-Dispose Property Detail	Post Transaction Declaration	

Showing 1 to 4 of 4 entries

Previous 1 Next



Property History Details - Movable

Employee Name: Pooja Pandya, Role: Class 1, Department: Science & Technology Department, Office Name: #1025

Form Type: Movable, Date of Property: 01/07/2023, Declaration Purpose: Post Transaction Declaration

Previous Description of Property/Status of Land/Use of Construction: Movable-Dispose Property Detail

Declaration Purpose: Post Transaction Declaration

Reason from whom property was acquired: Self

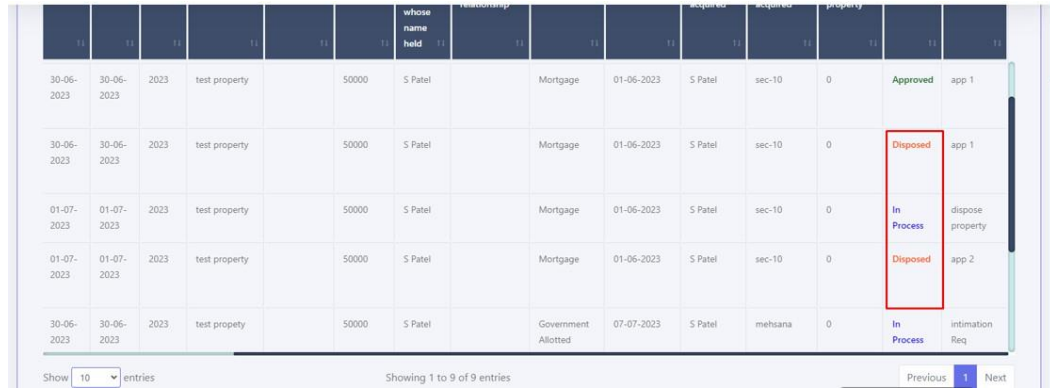
Full Address: Gandhinagar

Comments: New Comment

Buttons: Approve, Cancel

User Manual_HRMS_Annual Property Return

- Step 5: User can find dispose property status as per below screenshot.(યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ નિકાલની મિલકતની સ્થિતિ શોધી શકે છે)



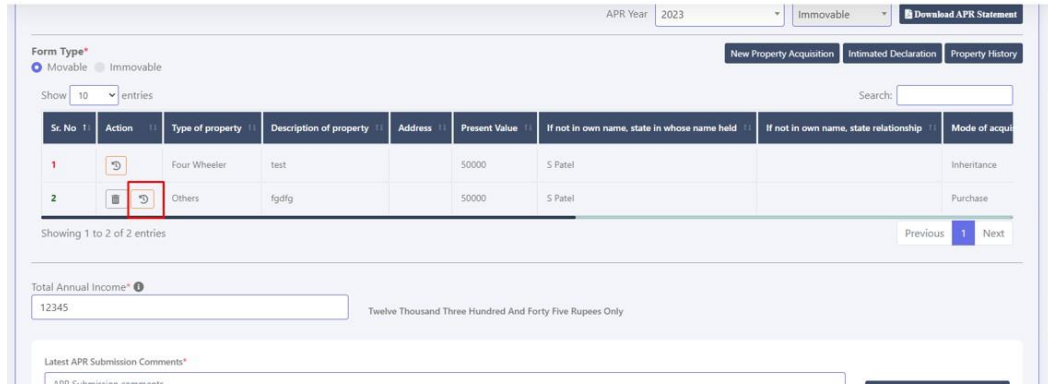
The screenshot displays a table with the following columns: Date, Property Type, Value, Whose name held, Relationship, Mortgage, Date, Whose name held, Sec-10, and Property. The table contains 5 rows of data. The status of each property is shown in the 'Property' column, with some cells highlighted in red to indicate 'Disposed' status.

Date	Property Type	Value	Whose name held	Relationship	Mortgage	Date	Whose name held	Sec-10	Property
30-06-2023	test property	50000	S Patel		Mortgage	01-06-2023	S Patel	sec-10	0 Approved app 1
30-06-2023	test property	50000	S Patel		Mortgage	01-06-2023	S Patel	sec-10	0 Disposed app 1
01-07-2023	test property	50000	S Patel		Mortgage	01-06-2023	S Patel	sec-10	0 In Process dispose property
01-07-2023	test property	50000	S Patel		Mortgage	01-06-2023	S Patel	sec-10	0 Disposed app 2
30-06-2023	test property	50000	S Patel		Government Allotted	07-07-2023	S Patel	mehsana	0 In Process intimation Req

Showing 1 to 9 of 9 entries

4.3. Property history detail (પ્રોપર્ટી હિસ્ટ્રી ની વિગતો)

- User can view property detail by clicking property history button as per below screenshot. (યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ પ્રોપર્ટી હિસ્ટ્રી બટન પર ક્લિક કરીને પ્રોપર્ટીની વિગતો જોઈ શકે છે.)



APR Year: 2023 | Immovable | Download APR Statement

Form Type*
 Movable Immovable

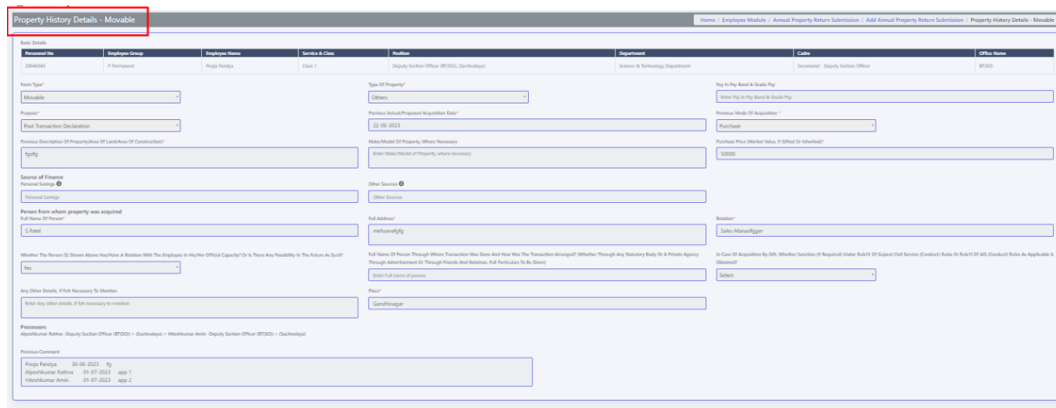
Show: 10 entries | Search: _____

Sl. No	Action	Type of property	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in own name, state relationship	Mode of acquisition
1		Four Wheeler	test		50000	S Patel		Inheritance
2		Others	fgdflg		50000	S Patel		Purchase

Showing 1 to 2 of 2 entries | Previous 1 Next

Total Annual Income*
 12345 | Twelve Thousand Three Hundred And Forty Five Rupees Only

Latest APR Submission Comments*



Property History Details - Movable

Employee Details: Employee Name: Raju Parida | Position: Deputy Section Officer (BPO), Technology | Department: Science & Technology Department | Cadre: Deputy Section Officer | Office Name: BPO

Form Type: Movable | Type of Property: Others | Mode of Acquisition: Purchase

Present Value: 50000 | Mode of Acquisition: Purchase

Source of Income: Personal Savings | Other Income: Other Income

Full Name of Person: S Patel | Full Address: Indraprastha, Gandhinagar

Whether the Person is/has been/has a Relation With the Employer in his/her Official Capacity or in their Any Possibility in the Past or Not? Yes

Any Other Details, if Not Necessary to Mention: No

Signature: _____

Approval Authority: Deputy Section Officer (BPO) - Gandhinagar | Mobile Number: _____ | Email Address: _____

Approval Date: 20/05/2023 | Page: 1 of 1

5. APR Submission - Step by Step Guide (APR સબમિશન - સ્ટેપ બાય સ્ટેપ ગાઈડ)

5.1. APR Submission (APR સબમિશન)

- Step 1: As per below screenshot when user submit for APR Submission Only Both type of property Immovable & Movable will go in APR Submission. (નીચે આપેલા સ્ક્રીનશોટ મુજબ જ્યારે યુઝર APR સબમિશન માટે સબમિટ કરશે ત્યારે માત્ર સ્થાવર અને જંગમ બંને પ્રકારની મિલકત APR સબમિશનમાં જશે.)

Every non-Gazetted Government Servant shall furnish the information referred to in sub-rule (a) at the end of every year during which he attains the age which is an integral multiple of five years i.e. at the age of 25, 30, 35, etc. up to 58 or 60 years

APR Year: 2023 | Property Type: Immovable | [Download APR Statement](#)

Form Type*
 Movable
 Immovable

Show 10 entries

relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Attachment	Status	Remarks
	Mortgage	27/05/2023	S Patel	bnmb	0		Approved	approved 2
	Mortgage	28/05/2023	S Patel	gandhinagar	0		Rejected	app1
	Mortgage	21/06/2023	N Patel	Mehsana	0		Change Requests	returned

Showing 1 to 3 of 3 entries

Total Annual Income*
 Enter total annual income

Every non-Gazetted Government Servant shall furnish the information referred to in sub-rule (a) at the end of every year during which he attains the age which is an integral multiple of five years i.e. at the age of 25, 30, 35, etc. up to 58 or 60 years

APR Year: 2023 | Property Type: Immovable | [Download APR Statement](#)

Form Type*
 Movable
 Immovable

Show 10 entries

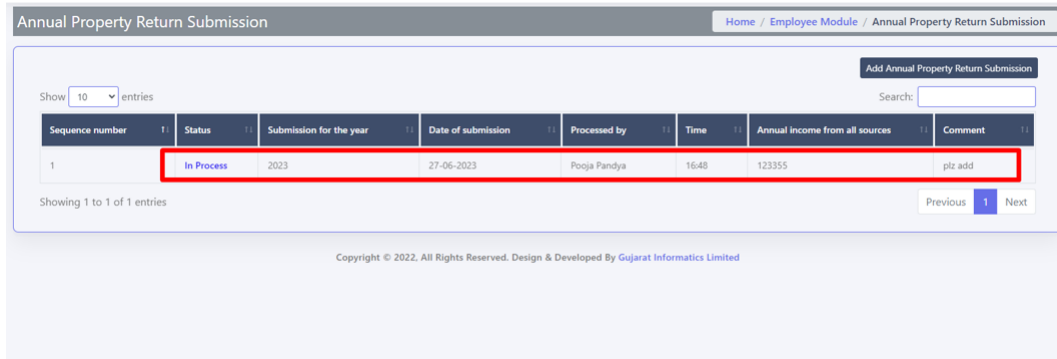
relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Attachment	Status	Remarks
	Mortgage	28/05/2023	S Patel	sec-10	0		Rejected	app1
	Mortgage	21/06/2023	dsds	sec-6	0		Change Requests	app 1
	Inheritance	21/06/2023	D Patel	F patel	0		Approved	app 2

Showing 1 to 3 of 3 entries

Total Annual Income*
 Enter total annual income

User Manual_HRMS_Annual Property Return

- Step 2: User can add annual income & comment for the same APR Submission as per below screenshot. (યુઝર નીચેના સ્ક્રીનશોટ મુજબ સમાન APR સબમિશન માટે વાર્ષિક આવક અને ટિપ્પણી ઉમેરી શકે છે.)



Annual Property Return Submission

Home / Employee Module / Annual Property Return Submission

Show 10 entries

Add Annual Property Return Submission

Sequence number	Status	Submission for the year	Date of submission	Processed by	Time	Annual income from all sources	Comment
1	In Process	2023	27-06-2023	Pooja Pandya	16:48	123355	plz add

Showing 1 to 1 of 1 entries

Previous 1 Next

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- Step 3: User view APR Submission status as per below screenshot. (નીચે આપેલા સ્ક્રીનશોટ મુજબ યુઝર APR સબમિશન સ્ટેટસ જોઈ શકે છે.)



Annual Property Return Submission

Home / Employee Module / Annual Property Return Submission

Show 10 entries

Add Annual Property Return Submission

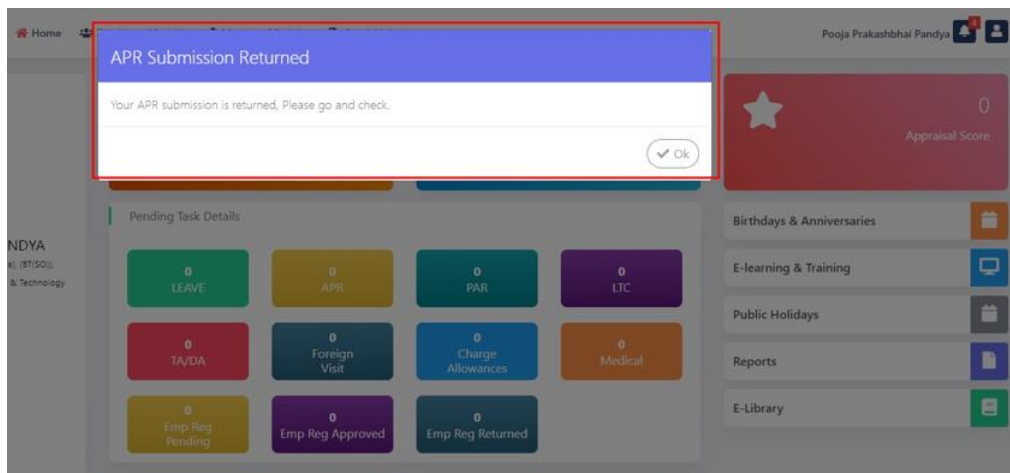
Sequence number	Status	Submission for the year	Date of submission	Processed by	Time	Annual income from all sources	Comment
1	In Process	2023	27-06-2023	Pooja Pandya	16:48	123355	plz add

Showing 1 to 1 of 1 entries

Previous 1 Next

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- Step 4: User will find popup when APR Submission returned back to user as per below screenshot. (જ્યારે APR સબમિશન નીચે આપેલા સ્ક્રીનશોટ મુજબ યુઝરને પરત કરવામાં આવશે ત્યારે યુઝરને પોપઅપ મળશે.)



Home

Pooja Prakashbhai Pandya

APR Submission Returned

Your APR submission is returned, Please go and check.

Ok

Appraisal Score 0

Pending Task Details

0 LEAVE	0 APR	0 PAR	0 LTC
0 TA/DA	0 Foreign Visit	0 Charge Allowances	0 Medical
0 Emp Reg Pending	0 Emp Reg Approved	0 Emp Reg Returned	

Birthdays & Anniversaries

E-learning & Training

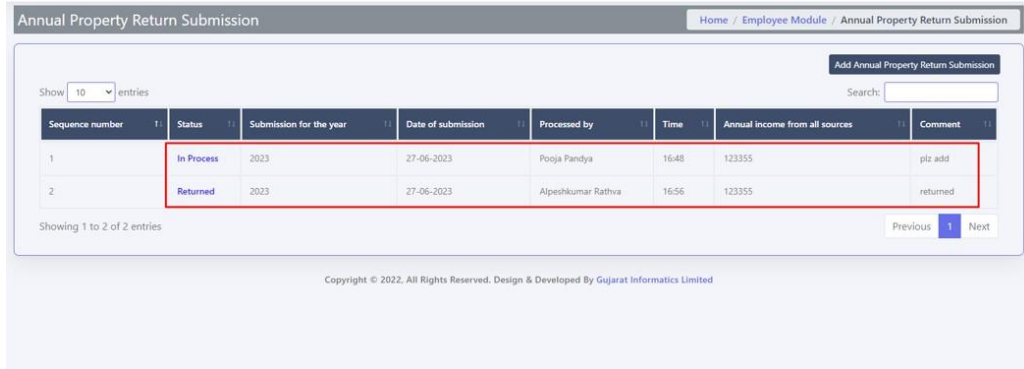
Public Holidays

Reports

E-Library

User Manual_HRMS_Annual Property Return

- User can find the APR Submission status as per below screenshot (યુઝર નીચેના સ્ક્રીનશોટ મુજબ APR સબમિશન સ્ટેટસ શોધી શકે છે)



Annual Property Return Submission

Home / Employee Module / Annual Property Return Submission

Show 10 entries

Add Annual Property Return Submission

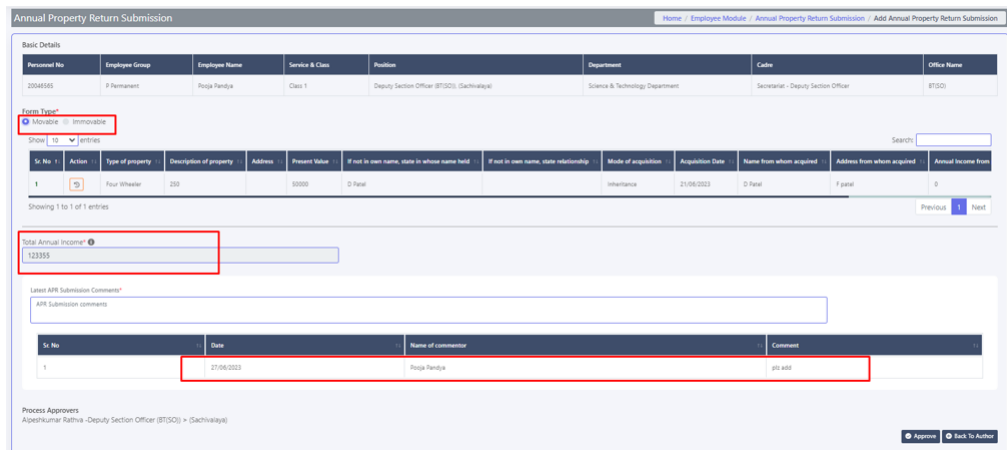
Sequence number	Status	Submission for the year	Date of submission	Processed by	Time	Annual Income from all sources	Comment
1	In Process	2023	27-06-2023	Pooja Pandya	16:48	123355	plz add
2	Returned	2023	27-06-2023	Alpeshkumar Rathva	16:56	123355	returned

Showing 1 to 2 of 2 entries

Previous 1 Next

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- Step 5: User can find comment for the same the APR Submission as per below screenshot. (યુઝર નીચેના સ્ક્રીનશોટ મુજબ સમાન APR સબમિશન માટે ટિપ્પણી શોધી શકે છે).



Annual Property Return Submission

Home / Employee Module / Annual Property Return Submission / Add Annual Property Return Submission

Basic Details

Personal No	Employee Group	Employee Name	Service & Class	Position	Department	Grade	Office Name
2204655	P Permanent	Pooja Pandya	Class 1	Deputy Section Officer (BTSO) (Sachivalaya)	Science & Technology Department	Secretary - Deputy Section Officer	(BTSO)

Form Type: Moveable Immovable

Show 10 entries

Sr No	Action	Type of property	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from
1		Four Wheeler	300	60000	0 Year		inheritance	21/06/2023	0 Year	P Patel		0

Showing 1 to 1 of 1 entries

Total Annual Income* 123355

Latest APR Submission Comments*

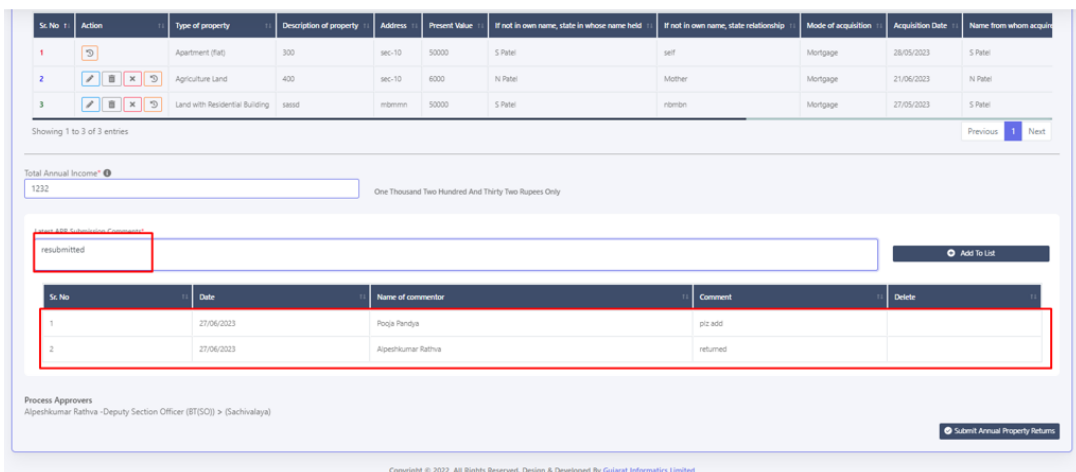
APR Submission comments

Sr No	Date	Name of commentor	Comment
1	27/06/2023	Pooja Pandya	plz add

Process Approver: Alpeshkumar Rathva - Deputy Section Officer (BTSO) - (Sachivalaya)

Approve Back to Author

- Step 6: User can add amount & comment for the same the APR Submission as per below screenshot and submit again. (યુઝર એપીઆર સબમિશન માટે નીચે આપેલા સ્ક્રીનશોટ મુજબ રકમ અને ટિપ્પણી ઉમેરી શકે છે અને ફરીથી સબમિટ કરી શકે છે.)



Sr No	Action	Type of property	Description of property	Address	Present Value	If not in own name, state in whose name held	If not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired
1		Apartment (flat)	300	sec-10	50000	S Patel	self	Mortgage	28/05/2023	S Patel
2		Agriculture Land	400	sec-10	6000	N Patel	Mother	Mortgage	21/06/2023	N Patel
3		Land with Residential Building	સાસડ	rtbmnm	50000	S Patel	rtbmnm	Mortgage	27/05/2023	S Patel

Showing 1 to 3 of 3 entries

Total Annual Income* 1232 One Thousand Two Hundred And Thirty Two Rupees Only

Latest APR Submission Comments*

resubmitted

Add to List

Sr No	Date	Name of commentor	Comment	Delete
1	27/06/2023	Pooja Pandya	plz add	
2	27/06/2023	Alpeshkumar Rathva	returned	

Process Approver: Alpeshkumar Rathva - Deputy Section Officer (BTSO) - (Sachivalaya)

Submit Annual Property Returns

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User Manual_HRMS_Annual Property Return

- Step 7: User can find the status as in Process for the APR Submission which is already submitted for to be approve as per below screenshot (યુઝર એપીઆર સબમિશન માટેની પ્રક્રિયામાંની સ્થિતિ શોધી શકે છે જે નીચે આપેલા સ્ક્રીનશોટ મુજબ મંજૂર કરવા માટે પહેલાથી સબમિટ કરવામાં આવી છે).

Annual Property Return Submission Home / Employee Module / Annual Property Return Submission

Add Annual Property Return Submission

APR Submission Year: 2024 | Immovable | Download APR Statement

Show 10 Entries



Sequence number	Declared Property Details	Status	Submission for the year	Date of submission	Processed by	Time	Annual income from all sources	Laying With	Comment
1		In Process	2023	15-06-2024	Pooja Pandya	12:19	0.00	Alpeshkumar Rathva (20001552)	addad
2		In Process	2023	15-06-2024	Alpeshkumar Rathva	12:41	0.00	Hiteshkumar Amin (20001717)	app 1
3		Returned	2023	15-06-2024	Hiteshkumar Amin	12:47	0.00	Miss Pooja Pandya (20046565)	back
4		In Process	2023	15-06-2024	Pooja Pandya	12:49	0.00	Alpeshkumar Rathva (20001552)	back
5		In Process	2023	15-06-2024	Alpeshkumar Rathva	12:51	0.00	Hiteshkumar Amin (20001717)	app 1-after resubmit

- Step 8: In Approver User, APR Submission request can be find in APR submission Approval table as per below screenshot and by clicking view button user can fine the request. (એપ્રુવર યુઝરમાં, APR સબમિશનની વિનંતી નીચે આપેલા સ્ક્રીનશોટ મુજબ APR સબમિશન એપ્રુવલ કોષ્ટકમાં મળી શકે છે અને વ્યુ બટન પર ક્લિક કરીને યુઝર વિનંતીની વિગતો જોઈ શકે છે.)

APR Submission Approval Home / Manager Module / APR Submission Approval

APR Property Approval

Show 10 Entries


Sr. No	Sent On	Forwarded By	Applied For	View
1	27/01/2023	Upendrakumar Thakar	Immovable-Dispose Property Detail	
2	27/01/2023	Upendrakumar Thakar	Immovable-Cancel Property Detail	

Showing 1 to 2 of 2 entries

Previous 1 Next

APR Submission Approval

Show 10 Entries

Sr. No	Sent On	Forwarded By	View
1	27/01/2023	Upendrakumar Thakar	

Showing 1 to 1 of 1 entries

Previous 1 Next

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- Step 9: In Approver User, for particular APR Submission request user can be find the respective properties as per below screenshot and by clicking movable/Immovable button user can fine the property detail. (એપ્રુવર યુઝરમાં, ખાસ APR સબમિશન રિક્વેસ્ટ માટે યુઝર નીચે આપેલા સ્ક્રીનશોટ મુજબ સંબંધિત પ્રોપર્ટીઝ શોધી શકે છે અને મૂવેબલ/ ઇમ-મૂવેબલ બટન પર ક્લિક કરીને યુઝર પ્રોપર્ટી ડિટેલ જોઈ શકે છે.)

User Manual_HRMS_Annual Property Return

Annual Property Return Submission Home / Employee Module / Annual Property Return Submission / Add Annual Property Return Submission

Basic Details

Personnel No	Employee Group	Employee Name	Service & Class	Position	Department	Cadre	Office Name
20046565	P Permanent	Pooja Pandya	Class 1	Deputy Section Officer (BT(SO)), (Sachivalaya)	Science & Technology Department	Secretariat - Deputy Section Officer	BT(SO)

Form Type*
 Movable **Immovable**

Show 10 entries

held	if not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Attachment	Status	Remarks
	rbinbn	Mortgage	27/05/2023	S Patel	binmb	0		Approved	approved 2

Showing 1 to 1 of 1 entries Previous 1 Next

Total Annual Income*
123355

Latest APR Submission Comments*
APR Submission comments

Annual Property Return Submission Home / Employee Module / Annual Property Return Submission / Add Annual Property Return Submission

Basic Details

Personnel No	Employee Group	Employee Name	Service & Class	Position	Department	Cadre	Office Name
20046565	P Permanent	Pooja Pandya	Class 1	Deputy Section Officer (BT(SO)), (Sachivalaya)	Science & Technology Department	Secretariat - Deputy Section Officer	BT(SO)

Form Type*
 Movable Immovable

Show 10 entries

held	if not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Attachment	Status	Remarks
		Inheritance	21/06/2023	D Patel	F Patel	0		Approved	app 2

Showing 1 to 1 of 1 entries Previous 1 Next

Total Annual Income*
123355

Latest APR Submission Comments*
APR Submission comments

Annual Property Return Submission Home / Employee Module / Annual Property Return Submission / Add Annual Property Return Submission

Basic Details

Personnel No	Employee Group	Employee Name	Service & Class	Position	Department	Cadre	Office Name
20046565	P Permanent	Pooja Pandya	Class 1	Deputy Section Officer (BT(SO)), (Sachivalaya)	Science & Technology Department	Secretariat - Deputy Section Officer	BT(SO)

Form Type*
 Movable Immovable

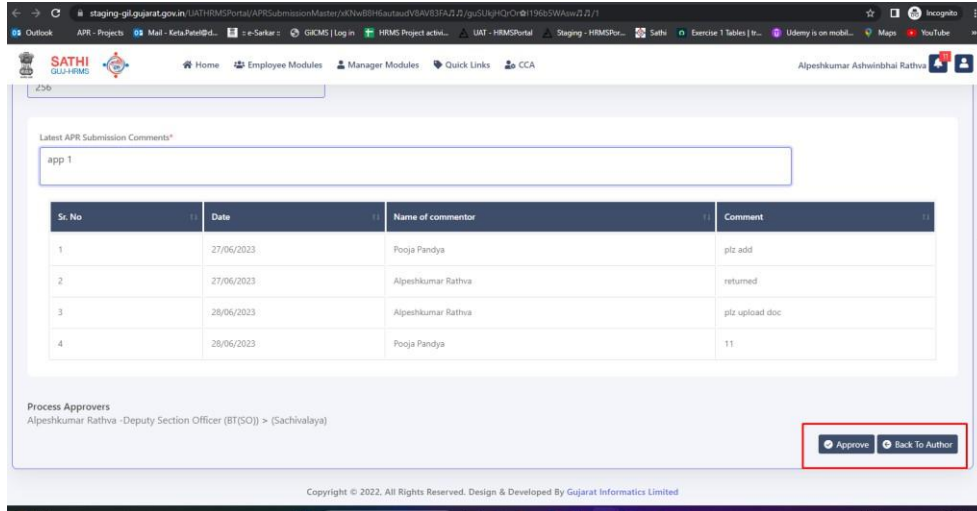
Show 10 entries

held	if not in own name, state relationship	Mode of acquisition	Acquisition Date	Name from whom acquired	Address from whom acquired	Annual Income from property	Attachment	Status	Remarks
		Purchase	22/06/2023	S Patel	mehsanafg	0		In Process	fg
		Mortgage	01/06/2023	S Patel	sec-10	0		Approved	app 1

Showing 1 to 2 of 2 entries Previous 1 Next

Total Annual Income*
12345

User Manual_HRMS_Annual Property Return



Latest APR Submission Comments*

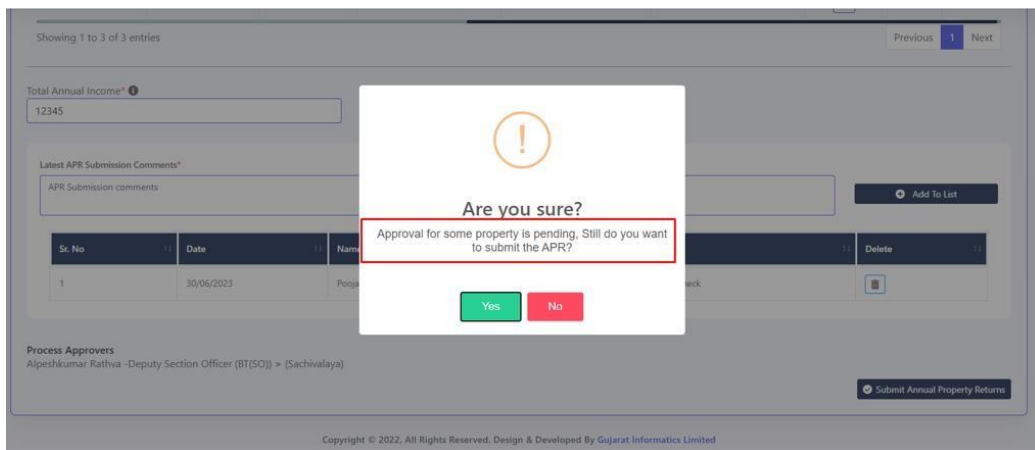
app 1

Sr. No	Date	Name of commentor	Comment
1	27/06/2023	Pooja Pandya	plz add
2	27/06/2023	Alpekumar Rathva	returned
3	28/06/2023	Alpekumar Rathva	plz upload doc
4	28/06/2023	Pooja Pandya	!!

Process Approvers
Alpekumar Rathva - Deputy Section Officer (BT(SO)) > (Sachivalaya)

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- APR submission consider both 'Approved' and 'In Process' Properties submitted for approval and when user submit APR Submission with in process properties, user will get the popup as below. (APR સબમિશન મંજૂરી માટે સબમિટ કરાયેલ બંને 'મંજૂર' અને 'પ્રક્રિયામાં' પ્રોપર્ટીઝને ધ્યાનમાં લો અને જ્યારે યુઝર એપીઆર સબમિશન ઇન પ્રોસેસ પ્રોપર્ટીઝ સાથે સબમિટ કરશે, ત્યારે યુઝરને નીચે મુજબ પોપઅપ મળશે.)



Showing 1 to 3 of 3 entries

Total Annual Income*
12345

Latest APR Submission Comments*

APR Submission comments

Sr. No	Date	Name	Delete
1	30/06/2023	Pooja Pandya	<input type="button" value="Delete"/>

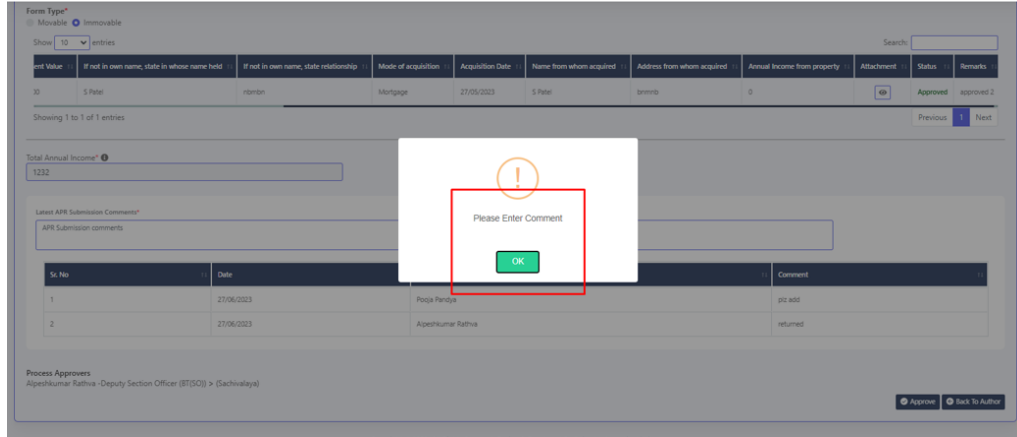
Process Approvers
Alpekumar Rathva - Deputy Section Officer (BT(SO)) > (Sachivalaya)

Are you sure?
Approval for some property is pending. Still do you want to submit the APR?

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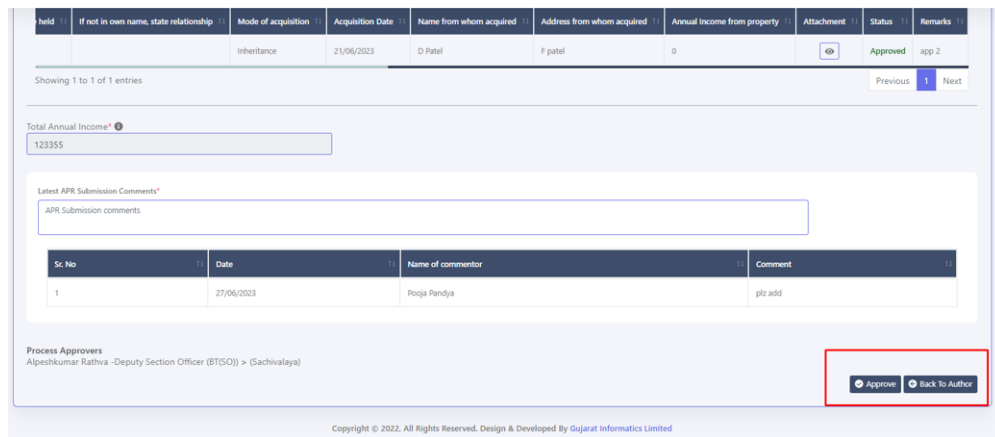
- Step 10: In Approver User, by clicking Approve button user can approve the APR submission request and comment for the approver is must. (મંજૂરકર્તા યુઝરમાં, મંજૂર કરો બટન પર ક્લિક કરીને યુઝર APR સબમિશન વિનંતીને મંજૂર કરી શકે છે અને મંજૂરકર્તા માટે ટિપ્પણી કરવી આવશ્યક છે.)



Form Type*
Moveable
Show 10 entries

Sr. No	Date	Name of commentor	Comment
1	27/06/2023	Pooja Pandya	plz add
2	27/06/2023	Alpeshkumar Rathva	returned

Process Approvers
Alpeshkumar Rathva -Deputy Section Officer (BTSO) > (Sachivalaya)



Sr. No	Date	Name of commentor	Comment
1	27/06/2023	Pooja Pandya	plz add

Process Approvers
Alpeshkumar Rathva -Deputy Section Officer (BTSO) > (Sachivalaya)

Approve Back To Author

- Step 11: In Applicant User Once approved the APR submission status will be as per below screenshot.(અરજદાર યુઝરમાં એકવાર મંજૂર થયા બાદ APR સબમિશન સ્ટેટસ નીચે આપેલા સ્ક્રીનશોટ મુજબ હશે.)

Annual Property Return Submission

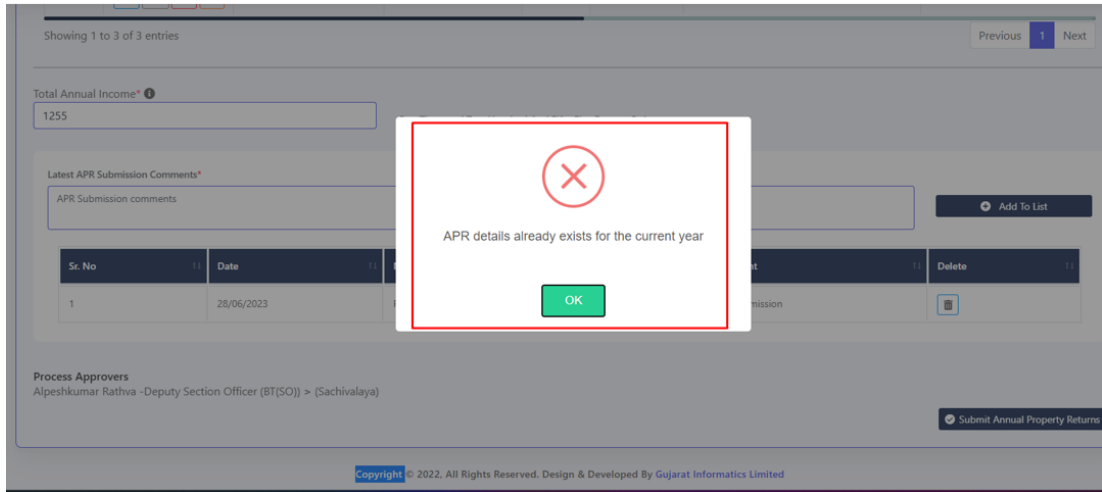
Home / Employee Module / Annual Property Return Submission

APR Submission Year: 2024 | Immovable | Download APR Statement

Sequence number	Declared Property Details	Status	Submission for the year	Date of submission	Processed by	Time	Annual income from all sources	Laying With	Comment
1		In Process	2023	15-06-2024	Pooja Pandya	12:19	0.00	Alpeshkumar Rathva (20001552)	addad
2		In Process	2023	15-06-2024	Alpeshkumar Rathva	12:41	0.00	Hiteshkumar Amin (20001717)	app 1
3		Returned	2023	15-06-2024	Hiteshkumar Amin	12:47	0.00	Miss Pooja Pandya (20046565)	back
4		In Process	2023	15-06-2024	Pooja Pandya	12:49	0.00	Alpeshkumar Rathva (20001552)	back
5		In Process	2023	15-06-2024	Alpeshkumar Rathva	12:51	0.00	Hiteshkumar Amin (20001717)	app 1-after resubmt
6		Approved	2023	15-06-2024	Hiteshkumar Amin	12:52	0.00		app 2

User Manual_HRMS_Annual Property Return

- Step 12: APR submission allowed once in year for respective year. (APR સબમિશનને સંબંધિત વર્ષ માટે વર્ષમાં એક વાર મંજૂરી આપવામાં આવે છે.)



Showing 1 to 3 of 3 entries

Total Annual Income*
1255

Latest APR Submission Comments*
APR Submission comments

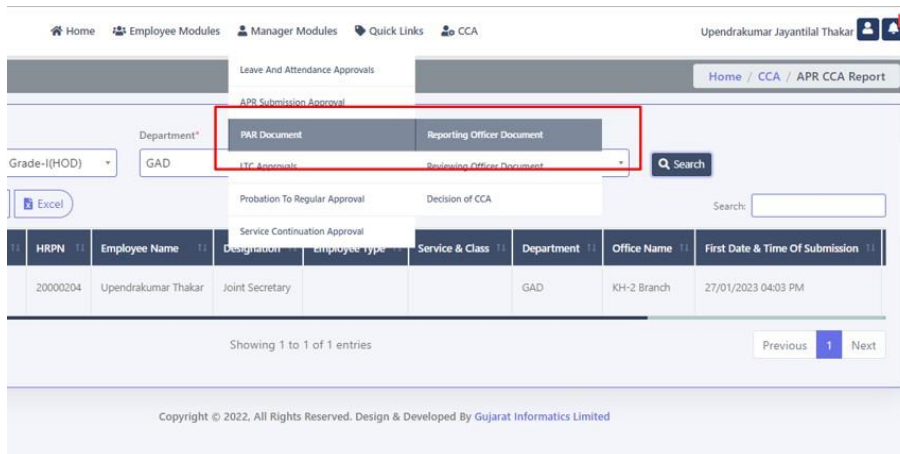
Sr. No	Date
1	28/06/2023

Process Approvers
Alpeshkumar Rathva - Deputy Section Officer (BT(SO)) > (Sachivalaya)

Submit Annual Property Returns

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5.2. PAR Marks (PAR માર્ક્સ)



Home Employee Modules Manager Modules Quick Links CCA Upendrakumar Jayantilal Thakar

Leave And Attendance Approvals

APR Submission Approval

Department* GAD

Grade-II(HOD) GAD

PAR Document Reporting Officer Document

LTC Approvals Reporting Officer Document

Search

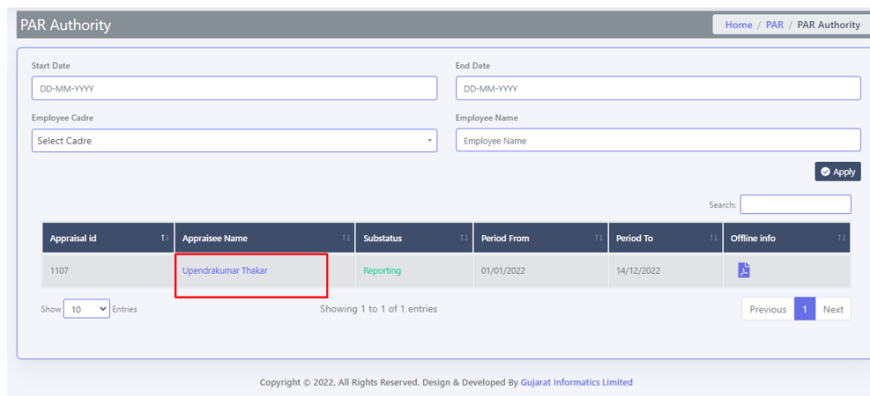
Excel

Probation To Regular Approval Decision of CCA

HRPN	Employee Name	Designation	Employee type	Service & Class	Department	Office Name	First Date & Time Of Submission
20000204	Upendrakumar Thakar	Joint Secretary			GAD	KH-2 Branch	27/01/2023 04:03 PM

Showing 1 to 1 of 1 entries

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PAR Authority

Home / PAR / PAR Authority

Start Date DD-MM-YYYY

End Date DD-MM-YYYY

Employee Cadre Select Cadre

Employee Name Employee Name

Apply

Search

Appraisal id	Appraisee Name	Substatus	Period From	Period To	Offline info
1107	Upendrakumar Thakar	Reporting	01/01/2022	14/12/2022	

Show 10 Entries

Showing 1 to 1 of 1 entries

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<input type="checkbox"/>	2	Sense of responsibility	1-5	0	<input type="checkbox"/>
<input type="checkbox"/>	3	Inter-personal relation and emotional Stability	1-5	0	<input type="checkbox"/>
<input type="checkbox"/>	4	Communication skills	1-5	0	<input type="checkbox"/>
<input type="checkbox"/>	5	Moral courage	1-5	0	<input type="checkbox"/>
<input type="checkbox"/>	6	Leadership qualities	1-5	0	<input type="checkbox"/>

8) Assessment of Organizational Discipline

Select	Sr no.	Activity	Reporting Authority	Reviewing Authority	If Deviation Please tick the checkbox
<input type="checkbox"/>	1	Filed or not filed the Annual property return before 31st January? if yes 2 Marks, otherwise 0 mark.	2	2	<input type="checkbox"/>
<input type="checkbox"/>	2	Has the officer reported upon sent his/her PAR of the current year before 15th May to the reporting officer?	1-1	0	<input type="checkbox"/>
<input type="checkbox"/>	3	Has the officer reported upon sent PAR of the subordinate employees for the previous year to the concerned reviewing officer before 15th Jun? if 85% or more PAR's are sent, give 2 marks otherwise give 0 marks.	1-2	0	<input type="checkbox"/>

SATHI HRMS

Home Employee Modules Manager Modules Quick Links CCA

Manojkumar Ravishanker Shukla

<input type="checkbox"/>	2	Sense of responsibility	1-5	0	<input type="checkbox"/>
<input type="checkbox"/>	3	Inter-personal relation and emotional Stability	1-5	0	<input type="checkbox"/>
<input type="checkbox"/>	4	Communication skills	1-5	0	<input type="checkbox"/>
<input type="checkbox"/>	5	Moral courage	1-5	0	<input type="checkbox"/>
<input type="checkbox"/>	6	Leadership qualities	1-5	0	<input type="checkbox"/>

8) Assessment of Organizational Discipline

Select	Sr no.	Activity	Reporting Authority	Reviewing Authority	If Deviation Please tick the checkbox
<input type="checkbox"/>	1	Filed or not filed the Annual property return before 31st January? if yes 2 Marks, otherwise 0 mark.	2	2	<input type="checkbox"/>
<input type="checkbox"/>	2	Has the officer reported upon sent his/her PAR of the current year before 15th May to the reporting officer?	1-1	0	<input type="checkbox"/>
<input type="checkbox"/>	3	Has the officer reported upon sent PAR of the subordinate employees for the previous year to the concerned reviewing officer before 15th Jun? if 85% or more PAR's are sent, give 2 marks otherwise give 0 marks.	1-2	0	<input type="checkbox"/>

5.3. APR e-service book (APR ઇ-સર્વિસ બુક)

E-Service Book

Home / E-Service Book

Employee Personal Information Posting History Compensation History Leave Details Annual Property Return Last 10 Year PAR ratings LIC Certificate

Search:

Sr no	Start Date	End Date	Property Type	Number	Year	City	Property Full Name	Property Location	Present Value	Registered Name	Relation with Employee	Acquisition Mode	Acquisition Date	A
1	28/06/2023	28/06/2023	Immovable	3	2023	Gandhinagar	Land with Residential Building	mbmm		nmnb	nbmb	Mortgage	27/05/2023	...
2	28/06/2023	28/06/2023	Movable	3	2023	surat	Four Wheeler					Inheritance	21/06/2023	...

Show 10 Entries Showing 1 to 2 of 2 entries Previous 1 Next