

ACB J&K intends to Launch Online Property Return Portal for ACB. In this regard you are requested to quote your prices separately for the development of the same. Your quotes should reach this office by or before 18th Feb. 2021 through e-mail systemmanager-acb@jk.gov.in.

Property Return Portal for ACB

There are about 4 Lac employees of UT of J&K. The Employees of UT of J&K are required to submit their property returns annually to ACB. To streamline the process of property returns, an online portal is required to be created, using which the employees can upload their property returns annually. This will also help in easy data retrieval/ handling at ACB.

The online filing of property returns would be able to address issues like – manual returns getting lost in transition, non receipt by ACB etc. This will be another step towards transparency and probity in governance. It will be convenient for the employees, as instead of sending it in hard copies they would have the option to upload it in the system or to file it online.

Salient Features of the System

- 1) Multi Level and Multi User Interface
 - a. Robust Admin Interface with following features:
 - b. Department Creation
 - c. Department wise Sub Admin creation with role assignment.
 - d. Department Wise uploading of Employee Information
 - e. Department wise report generation
- 2) Employee Module
 - a. Login using OTP
 - b. Uploading of Year wise Property Return in specified format
 - c. PDF Generation of Property Return for Employee
- 3) Reporting Module
 - a. Report Generation Department Wise/District Wise/Employee Wise
 - b. Identification of Employees who have not filled the Report
 - c. E-Mail Employee list of those who not filled the report to Concerned HoDs and Administrative Secretaries.

Technology: ASP.net with SQL Server
The Portal will be hosted at J&K State Data Center

Process

Login by Employee, The login portal of the employee can be developed on the basis of CPIS number and registered mobile number. The user can login using the CPIS number and then can use OTP received on mobile as password. The latest security features are required to be incorporated in the login. Any other latest technique can be used by the developer.

On logging portal, employee can be able to see the status of already filed property returns. He can be able to generate report of any of the property return submitted by him in pdf format only.

For filing new property return for that particular year, the pre-filled format with the data from the previous year can be visible to employee in editable form.

The Employee then can be able to edit the data or add new data in the proforma and attach the requisite scanned documents, if any.

Employee can be able to save the data for that particular year without submitting it.

Employee can submit the data using the mobile OTP. Return once submitted is final and is not editable. A receipt in the form of property return as per format in pdf can be downloaded by the employee at that time with receipt number. The application is to be developed in such a way that only the in-service employee can be able to submit the property return.

The System will be able to capture the details viz., IP address etc and reflect the same in the database and receipt, which can be used for audit trail, if required.

On submitting the return, the return will come to the inbox portal of ACB.

The ACB will then accept/ reject the return, if the return will be accepted an intimation in the form of email and sms can be sent to the employee, the same will happen if the return will be rejected and sent back to the employee for re-consideration. In that case, when the employee will again login to his portal, he will get the return in the editable form and resubmit it after making the requisite changes. The property return submit process is to be secure. The developer is required to use the latest techniques available.

Once the return is accepted at ACB, the employee can be able to see the returns year-wise in pdf format only.

Employee can be able to download the year-wise previously submitted returns.

Reports Generation by the ACB, At ACB end, the periodical reports regarding submission, non-submission, previously submitted but not submitted in current year, comparison reports of the property returns with the previously submitted return etc. Feature of multi user level report generation and administration is required at ACB end. Any other reports as per requirement.

Module for administration at Department Level is also required to be incorporated in the system.

The developer will ensure to get the application security audited from the empanelled security audit agencies.

STATEMENT SHOWING THE DETAILS OF PROPERTY BOTH IMMOVABLE AND MOVABLE OWNED BY A PUBLIC SERVANT OR ANY MEMBER OF HIS/HER FAMILY OR THE PROPERTY IN WHICH HE/SHE OR ANY MEMBER OF HIS/HER FAMILY HAS INTEREST (AS IT STOOD ON THE LAST DAY OF THE YEAR _____ VIZ. 31ST DECEMBER, _____)

1. Declaration made by (full name with surname in block letters) _____
2. Present Designation with full official address at which correspondence to be conducted (stating whether on deputation, if so, parent department should be quoted) _____
3. Scale of pay and rate of salary on the last day of December of the preceding year _____
4. Date of first appointment as Public Servant : _____
5. The average strength of the family members dependant on officer during the period under report _____
6. The Name, Address and Occupation of the officer's father and father-in-law (in case any property is shown in the statement as having been received from the parent or parent-in-law) _____
7. Name of the officer, wherefrom statement of property submitted last year _____

Categories of property	Description	Date on which acquired	Means by which acquired	Mode of acquisition whether by purchase, lease, mortgage, inheritance, gift or otherwise, with date of acquisition and name with details of persons from whom acquired	Reference to the authority and number and date of order under which sanction was obtained for the acquisition of the property if required under Government Servants Conduct Rules	Value of the property	Annual Income, if any accruing from the property	In whose name property stands (self, dependant or any other person). Here give name and relationship with the Government Servant	Remarks
1	2	3	4	5	6	7	8	9	10
I. Immovable Property :									
1. Building with Mohalla, name of Village, Town, Tehsil and District wherein situated.									
2. Kharsa Nos. or other description of land and with area and name of Village, Town, Tehsil and District wherein situated.									
3. Mortgages on Immovable property with full description as in 1 and 2 above.									
II Property other than Immovable exceeding Rs. 20,000 under each one of the following Heads :									
1. Cash balance, Saving bank Deposits, Shares, Cash Certificates, Fixed Deposits, Debentures and Security bounds.									
2. Jewellery/Ornaments									
3. House hold items (Electric and Electronic items)									
4. Vehicles									

I do hereby declare that the above statement is true to the best of my knowledge and belief. I further declare that I, my wife/husband or any other member of my family as referred to in the J&K Public Men and public Servants (Declaration of Assets and other provisions) Act, 1983 neither own nor have any property other than that mentioned above.

Note: - This return should be submitted complete in all respects without making any reference to previous statement or any of its item or sub-item incomplete Statements, if received from any public servants shall not be entertained.

**Signature of the
Public Servant**