

## **GUIDELINES FOR SUBMISSION OF PROPERTY STATEMENTS IN ONLINE MODE**

For submission of Property Statements in online mode, please follow the following procedure:

**Step-1.** Open any Web Browser and type the **URL: <http://repo.optcl.co.in/property/>** in the address bar of that Web Browser.

**Step-2.** OPTCL Employee Portal Login panel will be displayed through the above URL.

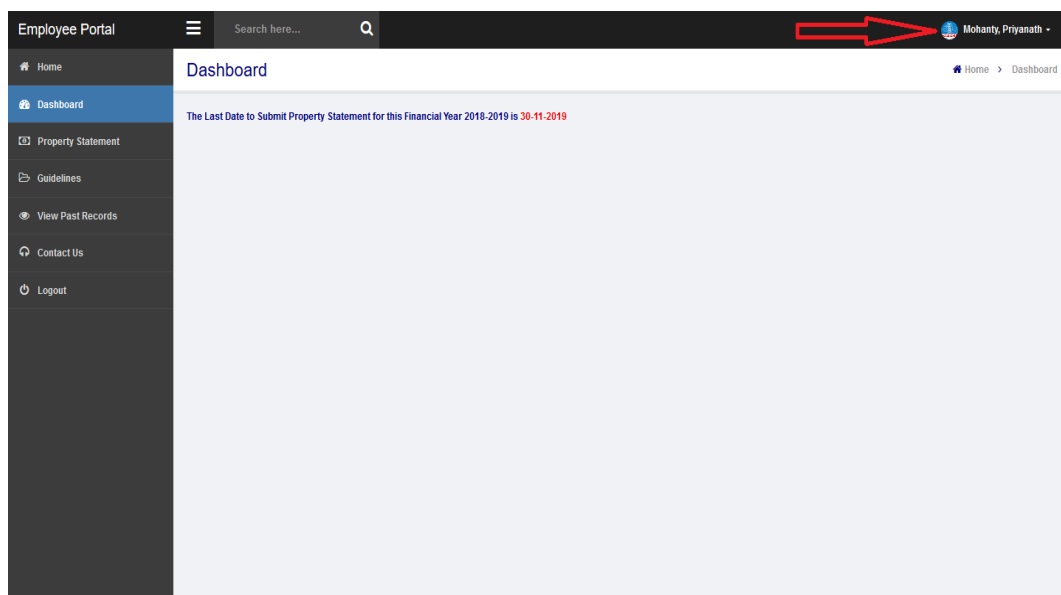


Login the same page by using the following details:

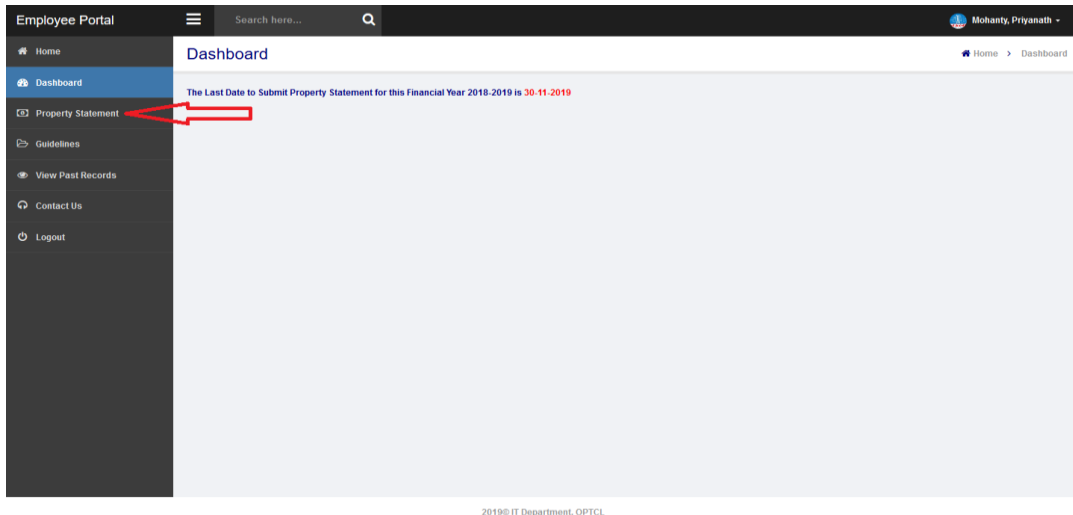
**User Name:** This must be same as employee's ERP ID

**Password :** This must be same as employee's ERP Password

After logging in by entering your User name and Password, you can see your own Employee Portal as below where you can manage your Property Statement details.



### Step-3.



For submission of Property Statement, click on **Property Statement** link present on left side panel as above. A Property Statement Form will appear which contains four parts.

1. Financial Year for which Property Statement is to be submitted
2. Basic Information of the Employee
3. Immovable Property, which contains three parts
  - a) Land
  - b) House
  - c) Immovable Properties of other description (Including mortgages & such other rights)
4. Movable Property, which contains two parts
  - a) Cash, Bank Balance, Credit, Insurance Policies, Shares, Debentures, etc.
  - b) Other movable (including jewellery & other valuable, motor vehicle, refrigerators and other articles or materials of value exceeding two months basic pay for each item)

**Step-4.** The financial year corresponding to which Property Statement is to be submitted is displayed against “*Statement of Property for the Financial Year*” as indicated below.

The screenshot shows the 'Property Statement' form. The 'Financial Year' dropdown is set to '1st April 2018 to 31st March 2019' and is highlighted with a red arrow. The form includes sections for Basic Information and A. Immovable Property (A.1. Land).

**Basic Information**

Name	Mohanty, Priyanath		
Designation	OFFICE ASSISTANT GRADE-III	Department	OFFICE ASSISTANT GRADE-III
Employee Number	76751	Place of Posting	PERFORMANCE APPRAISAL CELL
Present Pay (As on 01-04-2019)	30100	Scale of Pay (As on 01-04-2019)	Select Scale of Pay

(Move the mouse on the column heading to know details of text to be entered)

**A. Immovable Property**  
A.1. Land

Sl. No.	Precise location	Area	Nature of Land	Ext. of Interest	Value	In Whose Name	Date and ...	Remarks
1								

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**Step-5.** In the “Basic Information” part, requisite information is auto populated except “Scale of Pay” which being mandatory, needs to be selected by you from the drop down list.

The screenshot shows the 'Property Statement' form in the Employee Portal. The 'Basic Information' section is highlighted with a red arrow. The 'Scale of Pay' dropdown menu is also highlighted with a red arrow. The form shows fields for Name, Designation, Department, Employee Number, Place of Posting, and Present Pay.

**Step-6.** Fill up the property details (Immovable & Movable) present in the form.

The screenshot shows the 'Property Statement' form with the 'A. Immovable Property' and 'B. Movable Property' sections highlighted with red arrows. The 'A. Immovable Property' section includes tables for 'A.1. Land', 'A.2. House', and 'A.3. Immovable properties of other description'. The 'B. Movable Property' section includes tables for 'B.1. Cash, Bank Balance, Credit, Insurance Policies, Shares, Debentures, etc.' and 'B.2. Other movable'. The form also shows 'ADD' and 'DELETE' buttons on the right side of each table.

For addition of new Record, click on ‘+’ button and for deletion of existing Record click on ‘X’ button present on right side of each Record.

**Step-7.** Select the Check Box for accepting the declaration which is mandatory.

The screenshot shows a web form with several sections. At the top, there is a table with columns: Brief Description, Ext. of Interest, Value, In Whose Name..., Date of Acquisition, and Remarks. Below this is section B. Movable Property, which includes sub-sections B.1. Cash, Bank Balance, Credit, Insurance Policies, Shares, Debentures, etc. and B.2. Other movable (including jewellery and other valuable, motor vehicle, refrigerators and other articles or materials of value exceeding two months basic pay for each item). Each sub-section has a similar table structure. At the bottom of the form, there is a declaration checkbox with the text: "I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief." A red arrow points to this checkbox. Below the checkbox are two buttons: "Clear Form Data" and "Save & Go to Upload Document".

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**Step-8.** There are two buttons present in the bottom of the form

1. Clear Form Data
2. Save & Go to Upload Document

This screenshot is similar to the one in Step 7, but it shows the bottom of the form more clearly. The declaration checkbox is still present. The two buttons, "Clear Form Data" and "Save & Go to Upload Document", are now both highlighted with red arrows. The rest of the form structure, including the tables and sections, remains the same.

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Clicking on “Clear Form Data” button will clear all your prefilled data.

After filling all the records, click on “Save & Go to Upload Document” button. Now you will directed to another page for uploading documents.

## Step-9.

The screenshot shows the 'Property Statement' page in the Employee Portal. The page includes a sidebar with navigation options like Home, Dashboard, Property Statement, Guidelines, View Past Records, Contact Us, and Logout. The main content area has a form with the following fields: 'Financial Year' (1st April 2018 to 31st March 2019), 'File Name' (Select Property Type), 'Remarks, if any' (Remarks), and 'Upload File' (Browse... No file selected). A blue 'Upload Property Document' button is located below the form. Below the form is a 'Document List' table with columns for #, Document Type, Original Document Name, Financial Year, Download, Remarks, and Take Action. At the bottom right of the table are 'Save For Later' and 'Submit' buttons. Red arrows point to the 'Upload Property Document' button, the 'File Name' dropdown, the 'Remarks' text box, and the 'Browse' button.

In the Upload Document page, you can upload multiple documents one after another as per requirement.

**Step-10.** There are two buttons present in the right bottom of the upload document page:

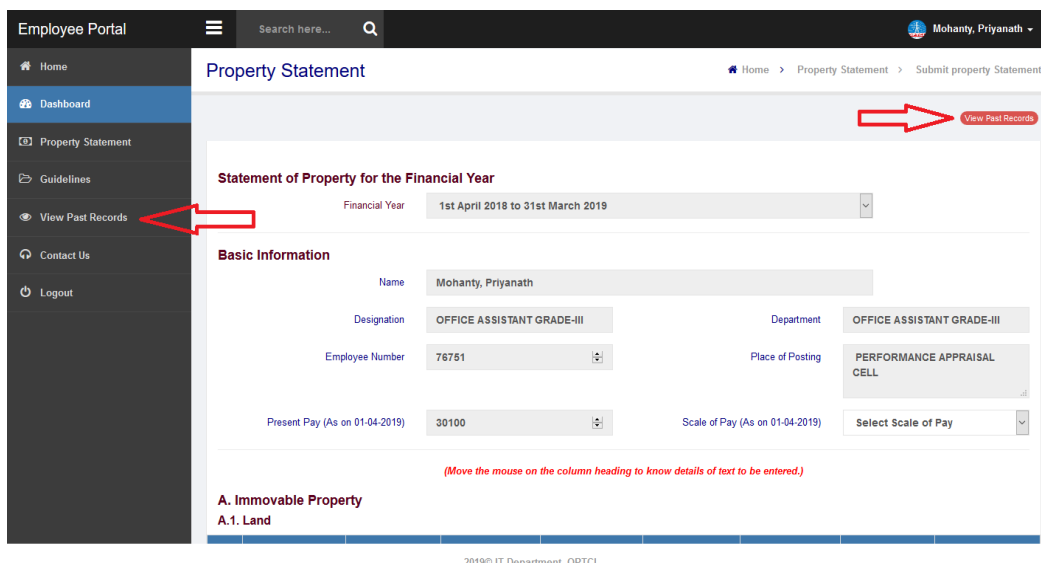
1. Save For Later
2. Submit

This screenshot is identical to the one above, showing the 'Property Statement' page. However, red arrows now point to the 'Save For Later' and 'Submit' buttons located at the bottom right of the 'Document List' table.

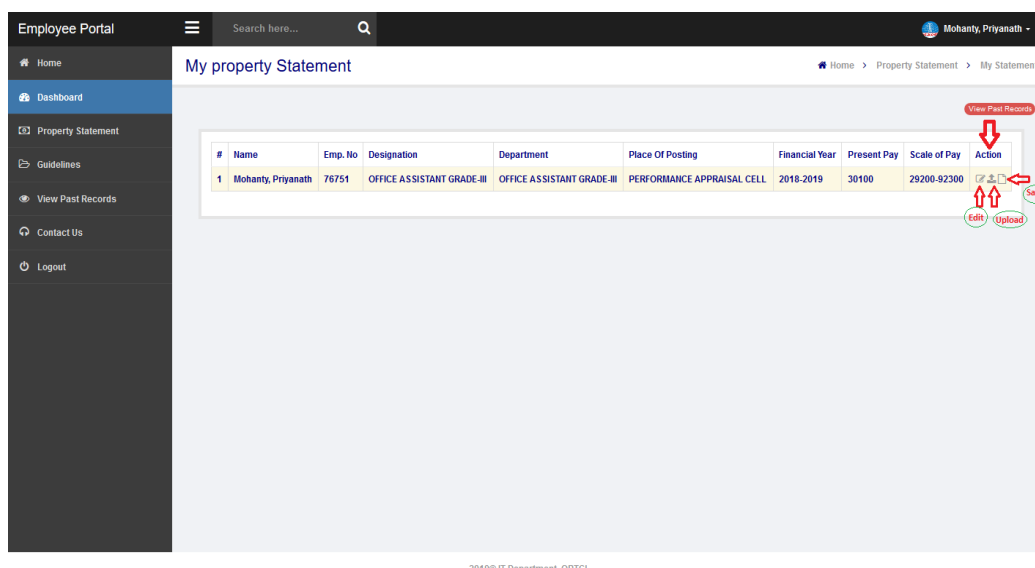
If the data entered by the employee is not in complete shape, then he / she will click on the button “*Save For Later*”. In this case he / she can submit rest of the data by following “*Edit*” section of Step-11.

If all entries made are correct then click on the button “*Submit*”. Now your Property Statement has been submitted to Performance Appraisal Cell of OPTCL.

**Step-11.** There is a link named “View past records” present in the right corner as well as left panel of the form.



By clicking on this you can view all records that you have submitted online in the past including current year.



The Action column of the page contains three sections

- Edit** : This link is active only for current year Property Statement till final submission of Property Statement or till the end of the timeline whichever is earlier.  
 Here you can edit your current records that you have submitted previously.
- Upload** : Here you can upload any property related documents for reference.  
 This link is active only for current year Property Statement till final submission of Property Statement or till the end of the timeline whichever is earlier.
- View** : Here you can view all records that you have submitted in the past.