

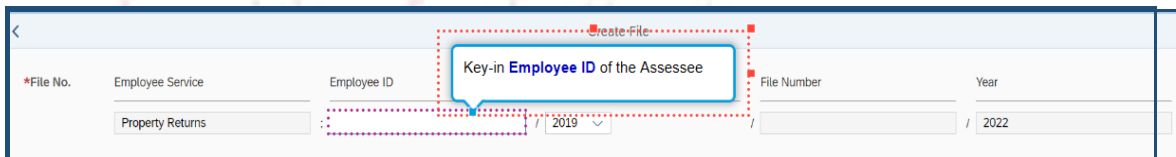
SOP for submission and processing of Annual Property Returns through FLM

As per the instruction of our Honorable Managing Director, Employee Annual Appraisal report(e-AAR) and Annual Property Returns(e-APR) submission through FLM is made available to all the user of APGENCO. So as to enhance the existing MIS reporting on employee returns this procedure is adopted. As it is mandatory to adhere to the APSEB approved templates the same existing templates are incorporated in E-Office(FLM). The instructions to be followed while submitting e-AARs and e-APRs are herewith listed for user's ready reference. The users are requested to strictly adhere to the instructions, so as to avoid rejection of returns by respective administrative wings. As you all aware of the text editor (Description Area) limitations in our FLM the users have to strictly follow the instructions step by step.

Step 1: Submission of APR by an **Assessee**

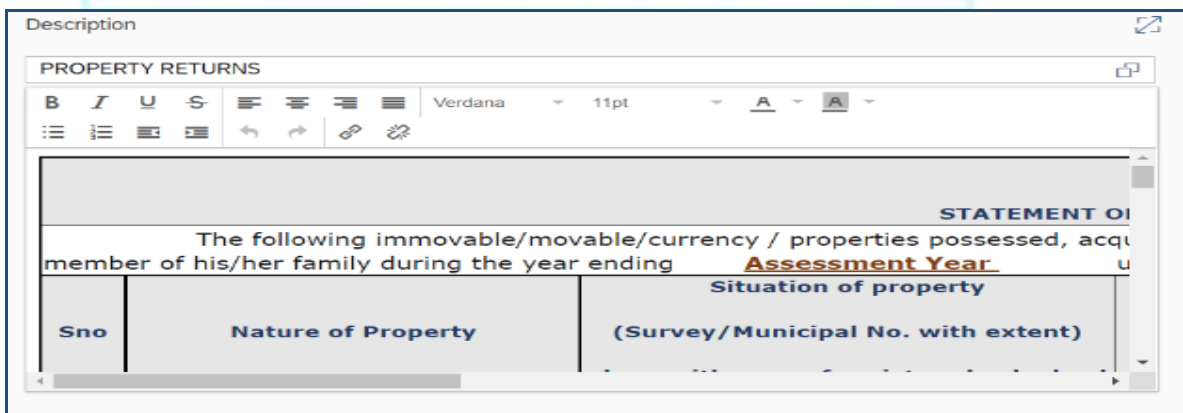
Check List for Assessee

1. Go to **Employee Reports Tile** and choose file type **U008- Property Returns** and fill-in Assessee Employee ID and year of Assessment in the **File String**



*File No.	Employee Service	Employee ID	File Number	Year
Property Returns		2019		2022

2. **Annual Property Return** template form will be loaded into Description area



PROPERTY RETURNS

STATEMENT OF

The following immovable/movable/currency / properties possessed, acquired by member of his/her family during the year ending **Assessment Year**.
Situation of property

Sno	Nature of Property	Situation of property (Survey/Municipal No. with extent)
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3. **File Attributes Header** Fill-in type of return in the respective Annexures

4. Check whether the Reporting Officer, Counter Signing Officers, CGM etc are correctly populated in workflow, before submitting the report to the next officer. Improper workflow may lead to the rejection of APR at any stage of approvals. If the Assessee workflow is not fetched automatically or different from the existing, please contact administrator.

5. Ensure and save your APR copy in pdf form through **Print Preview** tab.

Sno	Nature of Property	(Survey/Municipal No. with extent)	acquisition/disposal	Obtained	along with supporting documents	given or sanction (with ref No.)
(1)	(2)	(3)	(5)	(6)	(7)	(8)
1	House	Survey No. 2030/2016/VSP/F.5/1245	01.07.2021	85,00,000	Cheque No. 1254786 Dt. 01.07.2021	NO
2	Flat	#Not Applicable#	#Not Applicable#	#Not Applicable#	#Not Applicable#	#Not Applicable#
3	Shop	#Not Applicable#	#Not Applicable#	#Not Applicable#	#Not Applicable#	#Not Applicable#
4	House plot	#Not Applicable#	#Not Applicable#	#Not Applicable#	#Not Applicable#	#Not Applicable#
5	Agriculture Land (Dry or Wet)	#Not Applicable#	#Not Applicable#	#Not Applicable#	#Not Applicable#	#Not Applicable#
6	Moveable Immovable Property	#Not Applicable#	#Not Applicable#	#Not Applicable#	#Not Applicable#	#Not Applicable#

6. Make necessary submit noting in Noting area and send the file to the next approving authority.

Step 2: Submission of APR by *Reporting officer*

Check List for Reporting Officer

1. Check the **APR template** is relevant and legible.
2. Check the **Assessment Year, Period, Supporting Documents** of APR.
3. Check the declaration **Check Box** after thoroughly checking the supporting documents.

4. Ensure all the requisites are fulfilled and verify through **Print Preview** before sending the file to the next approving officer.

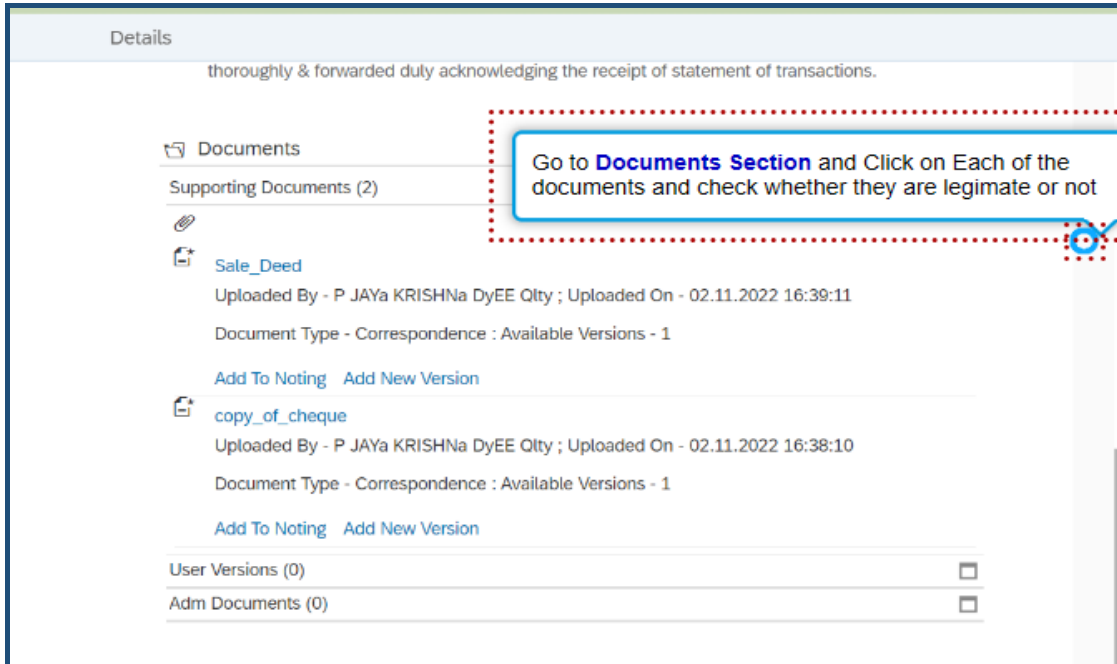
STATEMENT OF FOREIGN CURRENCY / GOODS RECEIVED / ACCEPTED			
Sl. No. of Property	Sources from which received / accepted along with supporting documents	Reason / Purpose for which the foreign currency / goods were received / accepted	Mode and method of receipt of the foreign currency / goods
(2)	(3)	(4)	(5)
Sl. No.	#Not Applicable#	#Not Applicable#	#Not Applicable#
<p>Assessee: DyEE hereby declare that the particulars given above are true and correct to the best of his knowledge and belief and he hereby intimate the proposed assessment.</p> <p>Note: User can minimize the view to have a better look of the report Scroll down and verify the details provided by the Assessee</p>			
P JAYA KRISHNA HO-ADE-ERP&IS&TEL		Assessment Year Emp ID Working Plant	2021 01070914 APGENCO HQ.
Type of Return	Amount		
Annexure-I) Property Returns- Original	8500000.000(INR)		
Annexure-II) Property Returns-Nil	0.000(INR)		
Annexure-III) Property Returns-Nil	0.000(INR)		

5. Make necessary submit noting in Noting area and send the file to the next approving authority.

Step 3: APR verification by **Counter Signing Officer /Station Head**

Check List for Counter Signing Officers

1. Verify the filled-in APR template and Supporting documents



2. Ensure all the requisites are met as per regulations, and finally verify APR through **Print Preview**.
3. Make necessary **submit forward** noting in Noting area and send the file to the next approving authority.

Annexure -2

Annual Property Returns Formats

S No	APR formats for Engineering Services
1	Annexure-I for Immovable Property
2	Annexure-II for Movable Property
3	Annexure-III for Foreign Currency

Workflow Agents and Activities:

S No	Workflow Approver	Activity
1	Immediate Reporting Officer	Reporting Officer
2	All Officers up to the Chief Engineer	Counter Signing Officer
3	The Chief General Manager	CGM Admin
4	Seat Worker at Head Quarters	Concerned Officer

Case 1: Assessee is JAO/JPO

Workflow Agent	Activity
Personnel Officer	Reporting Officer
Asst. Secretary	Counter Signing Officer
Deputy Secretary	Counter Signing Officer
Chief Engineer	Counter Signing Officer
Chief General Manager	CGM Admin
PO at Admin Division at HQ (VS)	Concerned Officer

Case 2: Assessee is Personnel Officer

Workflow Agent	Activity
Asst. Secretary	Reporting Officer
Deputy Secretary	Counter Signing Officer
Chief Engineer	Counter Signing Officer
Chief General Manager	CGM Admin
PO at Admin Division at HQ (VS)	Concerned Officer

Case 3: Assessee is Asst. Secretary

Workflow Agent	Activity
Deputy Secretary	Reporting Officer
Chief Engineer	Counter Signing Officer
Chief General Manager	CGM
DyEE at Admin Division at HQ (VS)	Concerned Officer

Case 4: Assessee is Deputy Secretary

Workflow Agent	Activity
Chief Engineer	Reporting Officer
Chief General Manager	CGM
DyEE at Admin Division at HQ (VS)	Concerned Officer

Note: In the case of employees working in the direct control of the Chief General Manager (Admin), the Chief Engineer won't be there in workflow, AAR's will move directly to the Chief General Manager (Admin)

The employees working in APPDCL/SDSTPS have to correct their workflows as per the above instructions

Note: For those who are not having FLM-Login (i.e. Files and Daaks), their controlling officers has to scan the filled & signed proforma hardcopy along with self-attested supporting documents from their Non-FLM users and process further in FLM

Please download video tutorials form our apgenco website (manuals) and follow step by step guidance in concurrent mode to avoid mistakes in submission of AAR's / APR's

Very Important Note:

It is mandatory to attach all the supporting documents (self-attested) like sale deed, copies of payment receipts, prior approvals, if any

APR's without proper Supporting documents will be Rejected

Check List for Immovable Properties:

1. Sale deed/ Registration document
2. Supporting documents against source of income (i.e. copy of loan sanction letter and copy of bank account statements reflecting loan/personal/salary savings prior to two months to the date of acquisition of property)
3. Annexure-I (IMMOVABLE PROPERTY ACQUIRED/DISPOSED) of Annual Property Returns duly counter signed by the Controlling Officer.

Check List for Movable Properties:

1. Copy of original invoice
2. Copy of registration certificate (for Vehicles)
3. Copy of life tax paid challan (for Vehicles)
4. Copy of Insurance document
5. Supporting documents against source of income (i.e. copy of vehicle loan/ personal loan and bank account statement reflecting loan amount and salary /personal savings prior to two months to the date of acquisition of property)
6. Annexure-II (MOVABLE PROPERTY ACQUIRED/DISPOSED) of Annual Property Returns duly counter signed by the Controlling Officer.