

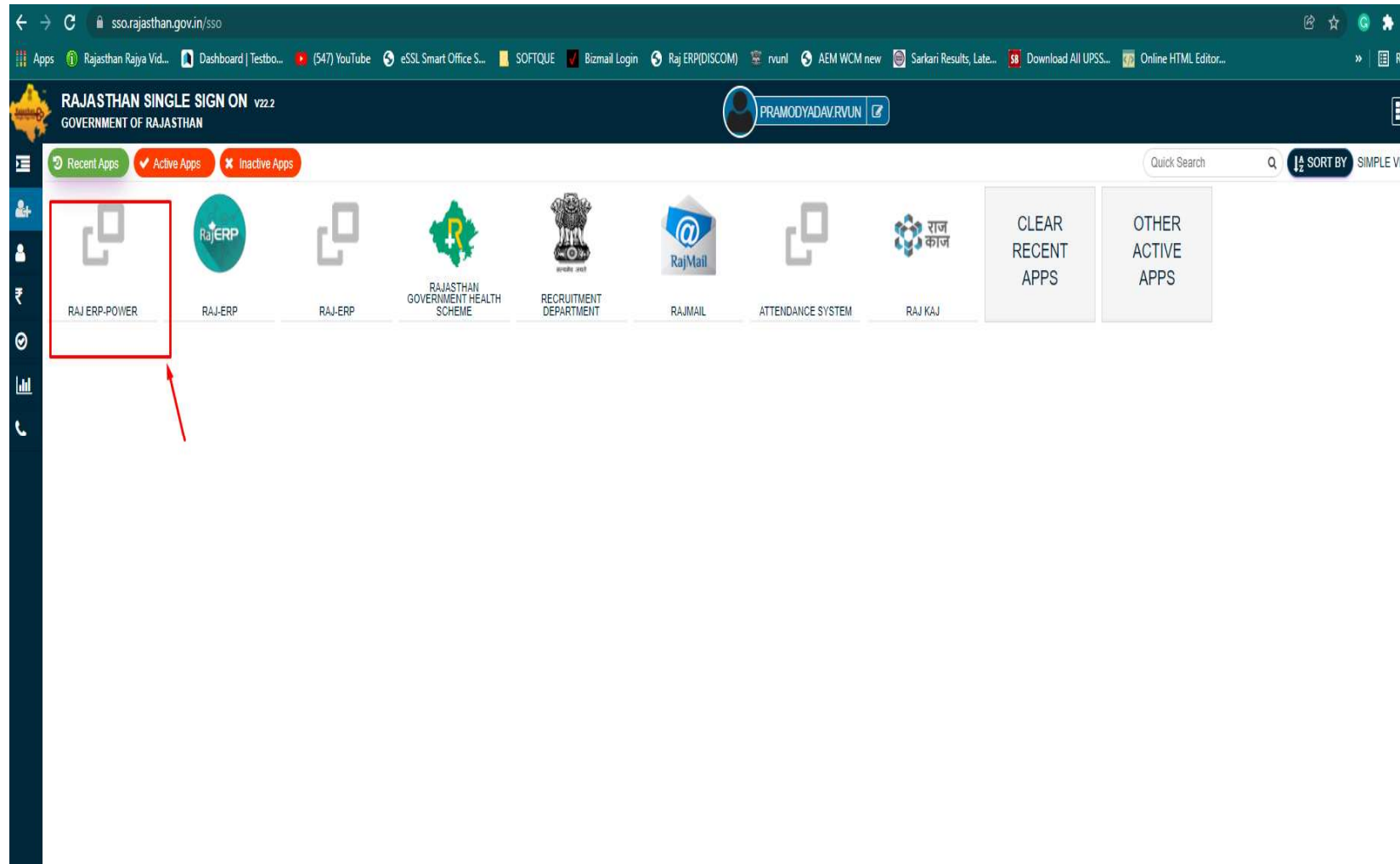
अनुलग्नक 'क'

## STEPS TO FILL IMMOVABLE PROPERTY RETURN (IPR) ON RAJ ERP-POWER

Step 1: Login to ssoid portal using your id and password.

The screenshot displays the Rajasthan Single Sign On (v2.2) portal. The header includes the logo and text "Rajasthan Single Sign On v2.2" and "One Digital Identity for all Applications". The main content area features a large banner with the text "अपना TDS पाने के लिए ई-मित्र कियोस्क से भरें अपनी इनकम टैक्स रिटर्न" (Fill your income tax return using the e-mitra kiosk to get your TDS). Below the banner is a login form with fields for "PRAMODYADAV RVUN" (username) and a password field (masked with dots). A captcha field shows the sequence "4 9 6 5 8 3" with the text "Enter Captcha". A "Login" button is present. Below the login button are links for "I Forgot my Digital Identity (SSOID). Click Here", "I Forgot my Password. Click Here", and "I have multiple SSOIDs Click here to merge". The footer contains a cookie notice and a disclaimer: "As per UIDAI Policy, UID number is no longer stored in RajSSO system. Instead REFERENCE NO. provided by".

## Step 2: Click on “RAJ ERP-POWER”



### Step 3: Go to “Change Preferences”

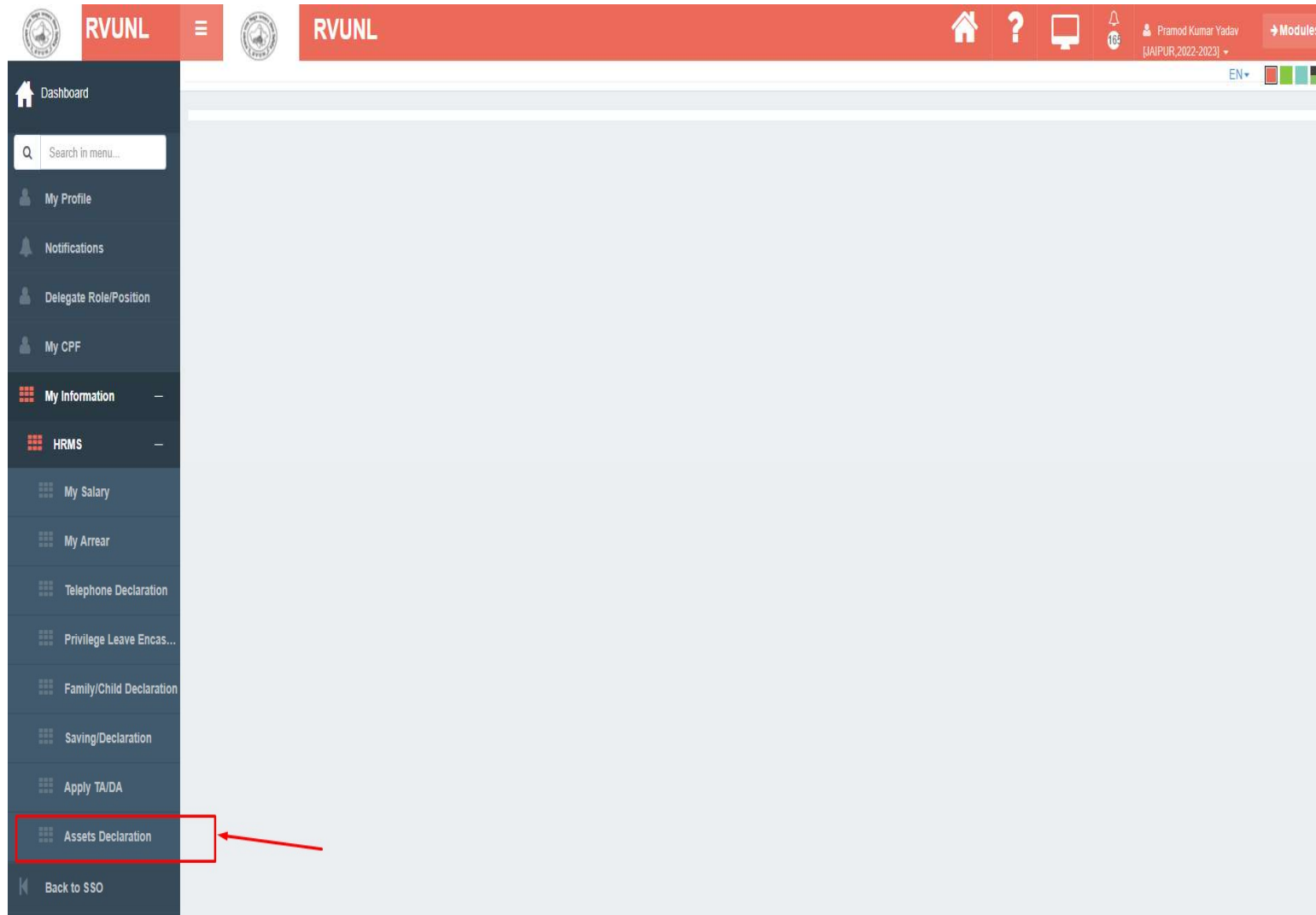
The screenshot displays the RVUNL Dashboard interface. The browser's address bar shows the URL `rajerp.discoms.rajasthan.gov.in/Dashboard/Index`. The dashboard header is red with the RVUNL logo and navigation icons. A dark blue sidebar on the left contains a search bar and menu items: Dashboard, My Profile, Notifications, Delegate Role/Position, My CPF, My Information, and Back to SSO. In the top right corner, a user profile dropdown menu is open, showing options: My Profile, Notifications, Change Preference (highlighted with a red arrow), View Other Active Sessions, Back to SSO, and Log Out. The user's name, Prasad Kumar Yadav, and the session identifier [JAIPUR 2021-2022] are visible above the menu. The Windows taskbar at the bottom shows the search bar, application icons, and system tray information including the date and time (13:58:47, 06-01-2022).

Step 4: Select next Financial Year i.e. if you are in FY 2021-22 then select 2022-23. Click on SUBMIT.

The screenshot displays the RVUNL portal interface. A 'Change Preference' modal is open, allowing users to update their financial year. The modal includes a 'Selected Unit' dropdown set to 'JAIPUR (JAIPUR)' and a 'Financial Year' dropdown menu. The 'Financial Year' menu is expanded, showing a list of years from 2004-2005 to 2023-2024. The year 2022-2023 is currently selected and highlighted in blue. A red 'Cancel' button is visible on the right side of the modal. The background shows the RVUNL dashboard with a sidebar menu containing options like Dashboard, Search in menu..., My Profile, Notifications, Delegate Role/Position, My CPF, My Information, and Back to SSO. The top navigation bar includes the RVUNL logo, a home icon, a help icon, a monitor icon, a notification bell, and the user's name 'Pramod Kumar Ya' with the unit 'JAIPUR, 2021-2022'.

Financial Year
2004-2005
2005-2006
2006-2007
2007-2008
2008-2009
2009-2010
2010-2011
2011-2012
2012-2013
2013-2014
2014-2015
2015-2016
2016-2017
2017-2018
2018-2019
2019-2020
2020-2021
2021-2022
<b>2022-2023</b>
2023-2024

Step 5: Go to My Information -> HRMS ->Assets Declaration



## Step 6: Click on “DECLARE”

The screenshot displays the RVUNL (Rajasthan Veterinary University and National Laboratory) web portal. The top navigation bar is red and contains the RVUNL logo, a home icon, a help icon, a monitor icon, a notification bell, the user name 'Pramod Kumar Yadav', and a 'Modules' dropdown menu. Below the navigation bar, the page title is 'Assets Declaration'. On the right side of this section, there are two buttons: 'Esign' and 'Declare'. A red arrow points to the 'Declare' button. Below the buttons is a search bar with a magnifying glass icon and a dropdown arrow. The main content area is light blue and displays the message 'No Record Found' in red text.

Click to go back, hold to see history

Dashboard | Testbo... (547) YouTube eSSL Smart Office S... SOFTQUE Bizmail Login Raj ERP(DISCOM) rvunl AEM WCM new Sarkari Results, Late... Download All UPSS... Online HTML Editor...

» Reading list

RVUNL

Home ? Monitor 16c Pramod Kumar Yadav [JAIPUR\_2022-2023] Modules

Assets Declaration

Esign Declare

Q 2 T

No Record Found

## Step 7: Click on “ADD ASSETS”

**Assets Declaration**[Back To List](#)

**Assets Detail for :- 2021**

S.No.	Name of District, Sub-division, Taluka and village in which property is situated.	Name and details of properties Housing and Land other building	Present Value (₹)	If not in own name, state in whose name held and his/her relationship to the member	How acquired, whether by purchase, lease or mortgage, inheritance, gift or otherwise with date of acusion and the details of person/persons whose from whom acquired	Annual Income from the Property	Remarks
1	NIL	NIL	NIL	NIL	NIL	NIL	NIL

☐ Please check this checkbox, if you like to submit this declaration as NIL and press submit button.

[Copy Assets](#)[Add Assets](#)[Submit](#)

STEP 8: Fill the details in “Assets Declaration”. Click on “SAVE”


The screenshot shows a web application interface with a modal form titled "Add New" for "Assets Declaration". The form is for the "Calendar Year 2021 as on 1-Jan-2022". It contains the following fields and sections:

- Assets Declaration** (Section Header)
- For Calendar Year 2021 as on 1-Jan-2022** (Text)
- Name of District, Sub-division, Taluka and village in which property is situated** (Text input)
- Name and details of properties Housing and Land other building \*** (Dropdown menu, currently showing "--Select One--")
- Property Details** (Section Header)
- Present Value ₹\*** (Text input)
- Owner Type \*** (Dropdown menu, currently showing "--Select One--")
- How acquired, whether by purchase, lease or mortgage, inheritance, gift \*** (Dropdown menu, currently showing "--Select One--")
- Date of acquisition** (Text input)
- Details of Acquisition (From Whom Acquired) \*** (Text input)
- Annual Income from Property** (Text input)
- Remarks** (Text input)
- Save** (Green button)
- Cancel** (Red button)





The background shows a table with columns: "Name and details of properties Housing and Land other building", "Annual Income from Property", and "Remarks". The first row has "NIL" in the first column.



STEP 9: Filled detail will be shown in table. Click on “SUBMIT”



RVUNL



Pramod Kumar Yadav  
[JAIPUR, 2022-2023] ▾



→ Modules

Assets Declaration

✓ New record saved successfully. X

⌂ Back To List


Assets Detail for :- 2021

S.No.	Name of District, Sub-division, Taluka and village in which property is situated.	Name and details of properties Housing and Land other building	Present Value (₹)	If not in own name, state in whose name held and his/her relationship to the member	How acquired, whether by purchase, lease or mortgage, inheritance, gift or otherwise with date of acquisition and the details of person/persons whose from whom acquired	Annual Income from the Property	Remarks	Actions
1	Jaipur, Kalwar Road, Hathoj	Residential	691392.00	Self	Purchase Gopalpura Grah Nirman Sahkari Samiti Limited, Shastri Nagar, Jaipur 22-Apr-2021	0	Purchase by Personal Loan.	 



Copy Assets Add Assets

Submit



## STEP 10: Print the document from the option in “Actions”

 [JAIPUR, 2022-2023] ▼

Assets Declaration Esign + Declare

Q ↺ ▼  

Kindly upload the document for Approved Assets.

<input type="checkbox"/>	S.No.	Calendar Year	Submit Date	Approve Date	Status	No Of Assets	Total Value (₹)	Actions
<input type="checkbox"/>	1	2021	06-Jan-2022	06-Jan-2022	Approved	1	691392.00	Upload   <span>Print</span>

Page 1 of 1   Total Records 1   Show 10 ▼

1

STEP 11: Printed Document will look like this.

Print

**STATEMENT/DECLARATION OF IMMOVABLE PROPERTY OF  
FIRST APPOINTMENT FOR THE YEAR 2021  
(DECLARED AS ON 1ST JANUARY 2022)**

Employee Name : Mr. Pramod Kumar  
Yadav




Employee Enrollment No. : N02886

Designation : Assistant Engineer

Date of Birth : 05-Jul-1995

Location : JAIPUR



Level Number : L-14

Name of District, Sub-division, Taluka and village in which property is situated.	Name and details of properties Housing and Land other building	Present Value	If not in own name, state in whose name held and his/her relationship to the member	How acquired, whether by purchase, lease or mortgage, inheritance, gift or otherwise with date of acquisition and the details of person/persons whose from whom acquired	Annual Income from the Property	Remarks
1.	2.	3.	4.	5.	6.	7.
						
						
						





Signature \_\_\_\_\_

Date 06-Jan-2022

## STEP 12: Sign the Printed Document and Upload.



**RVUNL**








Pramod Kumar Yadav  
[JAIPUR, 2022-2023] ▾

Modules



Assets Declaration

EsignDeclare







Kindly upload the document for Approved Assets.

<input type="checkbox"/>	S.No.	Calendar Year	Submit Date	Approve Date	Status	No Of Assets	Total Value (₹)	Actions
<input type="checkbox"/>	1	2021	06-Jan-2022	06-Jan-2022	Approved	1	691392.00	<div>Upload Print</div>





Page 1 of 1   Total Records 1   Show 10 ▾



1


### STEP 13: Document Uploaded Successfully.





**RVUNL**








 Pramod Kumar Yadav  
[JAIPUR, 2022-2023] 



 Modules

Assets Declaration



 Document uploaded successfully. 





Kindly upload the document for Approved Assets.

<input type="checkbox"/>	S.No.	Calendar Year	Submit Date	Approve Date	Status	No Of Assets	Total Value (₹)	Actions
<input type="checkbox"/>	1	2021	06-Jan-2022	06-Jan-2022	Approved	1	691392.00	<div><div>Assests</div><div>Document </div><div> Print</div></div>

Page 1 of 1    Total Records 1    Show 

10

1