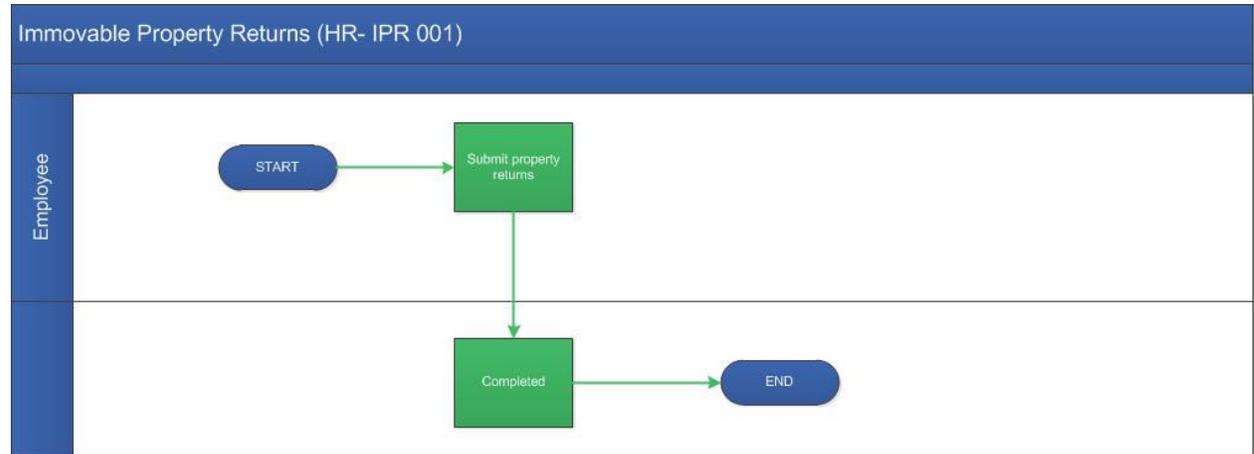


Help Document for Submission of Immovable Property

Process Flow Diagram:



User Roles:

Employee	Role
Employee :	Submit Property returns

Step 1:

1. Login proof at: <https://workflow.iitm.ac.in/employee> Choose the “Submission of Immovable Property” menu from Human Resource – Immovable Property Returns.

The screenshot shows the user interface of the workflow.iitm.ac.in/employee system. The top navigation bar includes 'Tasks', 'Views', 'Academics', 'ICSR', 'Human Resources', 'Main Stores', 'Main Accounts', 'Memberships', 'General', and 'Task Status'. The 'Human Resources' menu is expanded, showing options like 'Leave and Vacation', 'Insurance', 'Small Family Norms', 'Estate', 'Personal Information', 'Un-Delegate Role', 'Past Service Request', 'Delegate Role', 'Reports', 'Vehicle Pass', 'Immovable Property Returns' (highlighted in blue), 'APAR', and 'Admin Ticket'. The 'Inbox' section on the left lists tasks for 'Anju Chadha /BT /F' and 'BE16B029'. The main table displays task details:

TASK NAME	PROCESSED ON
LTC Intimation_5309	09-01-2020 15:48:44
LTC Intimation_5298	02-01-2020 11:01:45
Payment_14478	10-12-2019 15:04:23
Makeup Exam_846	25-10-2019 11:55:12
Leave Application_33550	03-05-2018 16:03:57
Leave Application_26991	20-10-2017 15:15:45
Submission of Immovable Property Ret_80	12-05-2017 17:02:40

2. Employee info section all details fill in auto.

Employee Info

Employeeid	Employee Name *	Present Post *	Department *	Pay Band + GP *	Basic Pay *
██████	████████████████████	PROFESSOR	BIO-TECHNOLOGY	HAG (67000-79000) + 0	2,24,100
Year of Declaration *					
2019 Get Prev - Year Declaration					

Get Prev - Year Declaration

3. Click on the button **Get Prev - Year Declaration** Immovable Property Details below screen Property Details auto filled.

Immovable Property Details

Property Details *								+	×
Relationship *	Location *	Address of Property *	Details of Property *	Present Value *	How Acquired *	Date of Acquisition - Property Annual Income *	Remarks *		
<input type="text"/>	Gurgaon	<input type="text"/> No. 809, Ayyachi Apts. Si	<input type="text"/> 4 BHK, 1900 sq. ft.	<input type="text"/> 1,00,00,000	Purchased in 2006 fro	12-09-2005 13,200	owned by my sj	<input type="text"/>	
<input type="text"/>	Bangalore	<input type="text"/> S-16, D block Gurupriya	<input type="text"/> 3 BHK, 1500 sq. ft.	<input type="text"/> 60,00,000	Purchased from Gurur	15-12-2007 0	Jointly owned t	<input type="text"/>	

4. Property Details can be added by click on the (+) add the row.

5. To fill the Property Details Select the Relationship from the drop down Enter the Location , Address of Property, Details of Property , Present Value, How Acquired, Date of Acquisition, Property Annual Income, Remarks,

6. Click the the Declaration check box and Click the Submit Button.