

### Instructions for APR(Annual Property Return) Annexure-2 Submission

<b>Document Id</b>	<b>cdot-vig-ins-apr_annexure2</b>
<b>Version</b>	<b>V02</b>
<b>Date of Document</b>	<b>1.Jan.2025</b>
<b>Document Name</b>	<b>Instructions for APR(Annual Property Return) Annexure-2 Submission</b>
<b>Author(s)</b>	<b>P.Charumati</b>
<b>Contributor(s)</b>	<b>B.Shankar, Shahabaz Khan, Aparna Bhatt, Yaseen Shah, Priya Chhindra</b>

## 1. Introduction

The APR portal has been updated and for the convenience of the user, option has been provided to the end-user to fill the details across multiple sessions. Option also has been provided to edit the property information.

## 2. Background

Filing Annual Property Return is a must for getting vigilance clearance. If not filed on time, Vigilance clearance may be denied as per Central Vigilance Commission guidelines.

## 3. Step by Step Procedure for Submitting APR Annexure-2

- i. Enable pop up window in browser settings.
  - i. In case of Google Chrome
    1. In Settings, search for pop-ups
    2. Click Site Settings
    3. Click Pop-ups and redirects
    4. In Default behavior for pop-ups and redirects, click “Sites can send pop-ups and use redirects”.
    5. Add “apr.cdote.in” under “Allowed to send pop-ups and redirects”.
  - ii. First go to the site <https://apr.cdote.in>
  - iii. Login to the website through the webmail/universe credentials.
  - iv. On the left pane, option Annex2 is available, click on the same.
  - v. Pop-up for redirection will appear. Click OK to continue.
  - vi. Data available for the staff is displayed, but option is provided for the Staff to modify the designation, Group Details and Basic Pay if any changes are required.

### C-DOT Vigilance Cell

- vii. User needs to select the type of declaration, Nil Return/Non-Nil Return . In case of having no immovable properties(land/house), Nil Return is to be selected.
- viii. In case of Non-nil return after selecting that pop-up appears for adding the property details.
- ix. User should keep all the required information regarding a property handy while filling the APR. All data regarding the property needs to be filled to save the information.
- x. Option is available to edit/delete the property information. In case of any error made while filling the details, edit/delete option can be used to edit or delete the property information.
- xi. While providing the information wrt the fields in regards to the property, it is not possible to enter any characters such as comma, semi-colon, full stop, ampersand etc. Hence to provide readability of the information provided appropriately space can be provided. (Please refer Section 2 on the details expected)
- xii. It is mandatory to fill all the fields wrt the property, without which it is not possible to save the information. All fields to be filled accordingly. Help is displayed against each field for the information desired.
- xiii. After selecting save, pop-up appears “Property Details Added”.
- xiv. Add Rows option is used to add the multiple properties. **Once all the property details are added**, Click on the box giving “Consent for digitally signing the document created from the information furnished via Aadhaar linked OTP verification”.
- xv. Click on Proceed.
- xvi. New window will be popped up with C-DAC’s e-Sign Service .
- xvii. In case new window is not opening. Please check if all the fields against the property information are populated. No field should be left blank. In case of fields accepting numerals, all values should strictly be in numerals.
- xviii. Keep Aadhar number handy.
- xix. Do not close the window (Aadhar Authentication) mid verification.
- xx. As OTP would have to be entered for Aadhaar Authentication, please ensure that your mobile is in network coverage area.
- xxi. Enter the Aadhaar Number
- xxii. Click on Get OTP
- xxiii. Enter the OTP as received on mobile. (If OTP is not received, click on Resend OTP)
- xxiv. Click on Submit
- xxv. Message “Transaction is completed successfully” is displayed.
- xxvi. The uploaded report will be available in the Reports Section of the website.
- xxvii. Adobe Acrobat Reader’s latest version(Version 11) is to be used to verify(view) the digitally verified APR.
- xxviii. Once APR is submitted , a mail with the APR is sent as an attachment.
- xxix. User can ensure the submission either through mail or the report selection option available in the portal.
- xxx. In case user resubmits another APR the previous one will overwritten.

#### 4. Guidelines for filling the Property Details

- i. All fields are mandatorily to be filled.
- ii. Property Location
  - i. Name of the District, Sub Division, Taluk and Village in which property is situated, the information, as available in the Registered deed may be given.
- iii. Property Address
  - i. Complete Postal Address with (Flat no., Name of apartment/community) pincode of the Property
  - ii. Survey Number can also be given as additional information.
- iv. Details of the Property
  - i. In case of independent House
    1. Constructed area and Plot area in sq.ft
  - ii. In case of apartment
    1. Super-builtup area and Carpet Area
  - iii. In case of Land
    1. Area and registration document no. can also be given.
    2. Fenced or Unfenced (This is optional and can be given as additional information)
    3. Crops grown or buildings thereon to be indicated.( This is optional and can be given as additional information)
- v. Cost of Purchase/acquirement : **Value should only be in Numerals**
  - i. In case of House/Flat purchase
    1. Cost/Value may be given as per the “Registered Deed”
  - ii. In case of construction
    1. Construction Cost
- vi. Year of purchase/acquirement
  - i. Year may be given as per the “Registered Deed”
- vii. Present value : **Value should only be in Numerals**
  - i. Present value for the building /area as per the Local guidance value of the Revenue Authority
- viii. Property in name of (Self/Self & Spouse/Others , appropriately to be selected)
- ix. Relation & Name in whose name of
  - i. In case of Self, Not Applicable can be entered
  - ii. In case of Self & Spouse, spouse name can be entered
  - iii. In case of Others, Name of the owner & relation
- x. Mode of Acquiring
  - i. Options for acquiring have been provided, appropriate option can be selected. In case of loan taken from bank for purchasing the house, option “Purchase” only needs to be chosen.
- xi. Date of acquiring
  - i. Date to be selected as per the “Registered Deed”

C-DOT Vigilance Cell

- xii. Name of Person from whom acquired
  - i. Name may be given as per the “Registered Deed”
- xiii. Details of person from whom acquired
  - i. Address of the Person from whom acquired.
  - ii. Person from whom acquired is “Builder/Contractor/Relative”. If Relative, the relation. In case of any official contact with the person, the same can be mentioned.
- xiv. Annual income from property : **Value should only be in Numerals**
  - i. This should be as per the actual income earned from the property.
  - ii. In case of no income from the property, 0 should be entered.
- xv. Remarks
  - i. In case, the property is Self occupied or Not Occupied, the same can be mentioned.
  - ii. In case of Joint ownership,
    - 1. Joint ownership with Person Name/Relation to be mentioned.
    - 2. Extent of share of the staff in the property can be mentioned.
  - iii. Prior intimation given to CDOT Management with letter date or any permission granted details by CDOT should be mentioned in case of purchase/construction.
  - iv. In case of no information to be provided in Remarks, Nil can be mentioned.
  - v. In case of any court case/litigation on a property, the same can be mentioned in the remarks.
  - vi. Any other information/clarification if the staff wish to mention, it can be mentioned in the remark column

## 5. Contact Information

For any issues related to APR filing, Delhi staff members to contact Ms. Priya Chhindra, Scientist D (MIS Delhi) and Bangalore staff to contact Mr. Velumani S S, Scientist C (MIS Bangalore).

**END OF DOCUMENT**