Property Returns as per the Lokpal and Lokayukta Act 2013

As per the Lokpal and Lokayukta Act 2013, **all NTPC employees** are required to file **declarations / information / return** regarding their <u>assets (movable/immovable) and liabilities</u>. The **last date** of submission of returns are being notified time-to-time through ESS Noticeboard. The returns/declaration can be **filed online** by the employees by navigating to the tab **Property Returns in ESS**.

A **new application** has been developed as per the new requirements. Employees can take the **print of the old property** returns submitted earlier. All previous period submitted returns details would be automatically available in the next year's return. After <u>final submission in this new application</u>, print outs with signatures by all employees (upto E7) should be submitted to the **concerned Vigilance Deptt. or the concerned Business Unit Head** (wherever the Vigilance Unit is not functional). For employees (all levels) posted at **CC, PMI, NETRA** and **E8 and above employees posted at Projects/RHQs/other locations**, <u>print outs with signatures</u> should be sent to **DGM(Vig.), CC**.

All are requested to ensure submission of return for the period 01.08.2014 and 01.03.2015 by <u>15th October, 2015</u>.

> - Single application to submit property returns. <u>Old application in ESS is being discontinued w.e.f. 2015-16</u>. (The print option, however, shall be available for reference).
> - For the first time of data entry into the application, employees are suggested to take printout of previous year return from old ESS property returns module and use it as a ready reference for data entry.
> - The period of filing of property return can be changed from the menu item '**Change Holding Date**'
> - The return for 01.08.2014 is to be filled and submitted first and then only return for 01.03.2015 is to be filled in the application
> - Enter Form1 Details: Dependent details are already populated. Please refer Act provisions for any clarifications.
> - Enter, Modify & Save Holdings: The immovable/movable/liability holding details are to be entered here. These can be modified from the bottom pane.
> - The holding details can be modified only until they are not submitted. It is recommended to check saved property returns using View and Print Saved Holdings option. Only after verification, data has to be submitted using View and Submit Holdings
> - Employees shall also be able to take print outs from the application in the formats complying the requirements of Lokpal and Lokayuktas Act,2013.
> - The printout of submitted returns will have to be submitted to Vigilance Department.
> - <u>All the submitted assets and liabilities of the previous period (eg. 01.08.2014) will automatically be carried forward in the next period (eg. 01.03.2015) and made available for modification/correction. If previous return is not submitted/not entered, no carry forward will be done.</u>
> - The status of submission of Property Return made available on 'Home' screen.
> - The Holdings declared can be seen from 'My Returns' Menu
> - The application can be accessed from anywhere within NTPC premises from the ESS Property Returns tab.

For any clarifications, please contact concerned local Vigilance Officer.