

FAQ ON ONLINE ANNUAL PROPERTY RETURNS

1.	In case, the spouse is also an employee or is a public servant filing Annual Property Returns separately, whether both, the husband and wife have to file the returns indicating the assets and liabilities of the other spouse	No. In such cases employee needs to select “Yes” in “whether Annual Property Returns are being filed by him/her separately” in Form-II.
2.	In case, the spouse of an employee is not filing Annual Property Returns, and has assets procured by his/her own income, or has his/her own property, whether, in such a case also, the employee has to indicate the assets and liabilities of the spouse in the returns.	Yes.
3.	Whether the employee is required to furnish the information relating to all family members.	Employee is required to furnish the information relating to — (a) the assets of which he, his spouse and his dependent children are, jointly or severally, owners or beneficiaries; and (b) his liabilities and that of his spouse and his dependent children.
4.	What is the definition of dependent children for the purpose of APR	“Dependent children” means sons and daughters who have no separate means of earning and are wholly dependent on the employee for their livelihood.
5.	Whether the employees who retire before 30th June (Last date for submission of APR) are required to file returns of Assets and Liabilities	All the Employees who held the office as on 31 st March are required to file the returns of Assets and Liabilities on or before 30th June .
6.	Is it necessary to forward/submit copies/print outs of Returns filed online	There is no requirement for submission of hard copies/printout of such information by individual officers to the office.
7.	What are the timelines for furnishing Annual Property Returns	Return of Assets and Liabilities as on the 31 st March, every year should be filed on or before 30th June of that year. The return, in case of first appointment, in respect of the assets and liabilities as on the date of appointment shall be submitted not later than one month from the date on which he is appointed in service.
8.	How to access Property Return Module	Property Return Module is hosted on the e-Darpan portal, which can be accessed through intranet/Jeevan Sanchar , preferably using Google Chrome Browser. e-Darpan can also be accessed using the VPN services provided by the Corporation to the designated officers.

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9.	Officers who are abroad on deputation and do not have access to VPN, how will they submit Annual Property Returns	In such cases, the concerned employee must send the scanned copy of the property return (size should be less than 5MB) mentioning their SR No. to the Central Office Personnel Department by mail on co_chieferd@licindia.com before 30th June .
10.	Points to remember while filling Form No. III	<p>a) Details of investment in Bonds, debentures / shares / mutual funds and others. The related CAS/ DEMAT statement should be uploaded as a single PDF document only through the link provided on the Dashboard.</p> <p>b) Details of investment in NPS, PPF: Mention investment as on 31st March.</p> <p>c) Details of investment in Insurance: Mention Sum Assured.</p> <p>d) Details of investment in Single Premium Insurance/Annuity: Mention Sum Assured</p> <p>e) Investment in jewellery, bullion and valuable thing(s): Mention weight in grams.</p> <p>f) Motor Vehicles/Aircrafts/Yachts/Ships: Mention details of Make, registration number, year of purchase and purchase amount.</p> <p>g) The date of Personal loan/advance given should also be provided in the “TYPE” Column.</p>
11.	Points to remember while filling Form No. IV	<p>Full particulars of immovable property inherited or owned or acquired or held on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person is to be provided.</p> <p>Precise location i.e. Name of District, Division, Taluka and Village in which the property is situated and also its distinctive number, address etc. to be mentioned.</p> <p>Cost of Acquisition to be invariably mentioned in column 8.</p> <p>Immovable assets disposed off during the FY are also to be mentioned with description type prefixed as “SOLD”. In such cases Sale Value is to be mentioned in column 9.</p>
12.	Points to remember while filling Form No. V	Should also include various loans and advance (exceeding the value two months basic pay) availed from the employer like advance for purchase of conveyance, house building advance, etc. (other than

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		advances of pay and traveling allowance), advance from the Provident Fund and loans on Life Insurance Policies and fixed deposits.
13.	Other Information	<ul style="list-style-type: none">i. Forms III, IV and V can be reset individually before final submission.ii. Complete APR can be reset before final submission using the reset button.iii. All the fields are mandatory.iv. If nothing is to be declared in Form IV and V, the user is advised to click on the box on the top of the forms ear marked for the same.v. Click + or – button to add/delete a row in Form III, IV and V.vi. The button for final submission will be enabled only after Form III, IV and V are completely filled and submitted individually.vii. APR once finally submitted cannot be edited or undone.viii. After the form is submitted successfully, an e-mail will be sent to the user and printout may be taken.