Table of Contents

Assets and Liabilities

To apply for Assets and Liabilities application

Login as   :   Government Servant

To apply Assets and Liabilities application

Select menu   :   ASSETS AND LIABILITIES
Click on   :   ASSETS AND LIABILITIES

List of applied Assets and Liabilities application.
If you want to submit a fresh/new application, then click on **New** button.

New Assets and Liabilities

To apply assets and liabilities application

Login as   :   Government Servant

To apply assets and liabilities application

Select menu   :   ASSETS AND LIABILITIES
Click on   :   New

Select date and fill data for current year.

If **fill electronic form** option is selected**,** then click on fill new declaration >> fill electronic from

Fill in all the mandatory data and click on **Submit** or **Save as draft (**to fill and submit later**).**

If your work is pending then click on **Save as draft**.

Click on submit. Data is submitted and cannot be changed.

New Assets and Liabilities

To apply assets and liabilities application

Login as   :   Government Servant

To apply assets and liabilities application

Select menu   :   ASSETS AND LIABILITIES
Click on   :   Upload Physical Form

If **Fill new declaration** then click on upload physical form.

Then upload file.
Click on submit button for submitting the form.

Edit Assets and Liabilities

To edit assets and liabilities application

Login as   :   Government Servant

To edit assets and liabilities application

Select menu   :   ASSETS AND LIABILITIES

Click on   :   Edit

If your work is saved as draft then edit your work.

Fill in all the mandatory fields and click on Submit button.

New Assets and Liabilities

To apply assets and liabilities application

Login as   :   Government Servant

To apply assets and liabilities application

Select menu   :   ASSETS AND LIABILITIES
Click on   :   Copy Data from Previous Year

If you want to copy data from previous year, then click on **copy data from previous year**.
Then it will display the data of previous submitted year.
Then click on Submit button.

New Assets and Liabilities

To view the assets and liabilities application

Login as   :   Admin

To view the assets and liabilities application

Select menu   :   ASSETS AND LIABILITES

List of Assets and liabilities application list.

Click on view button for view application.