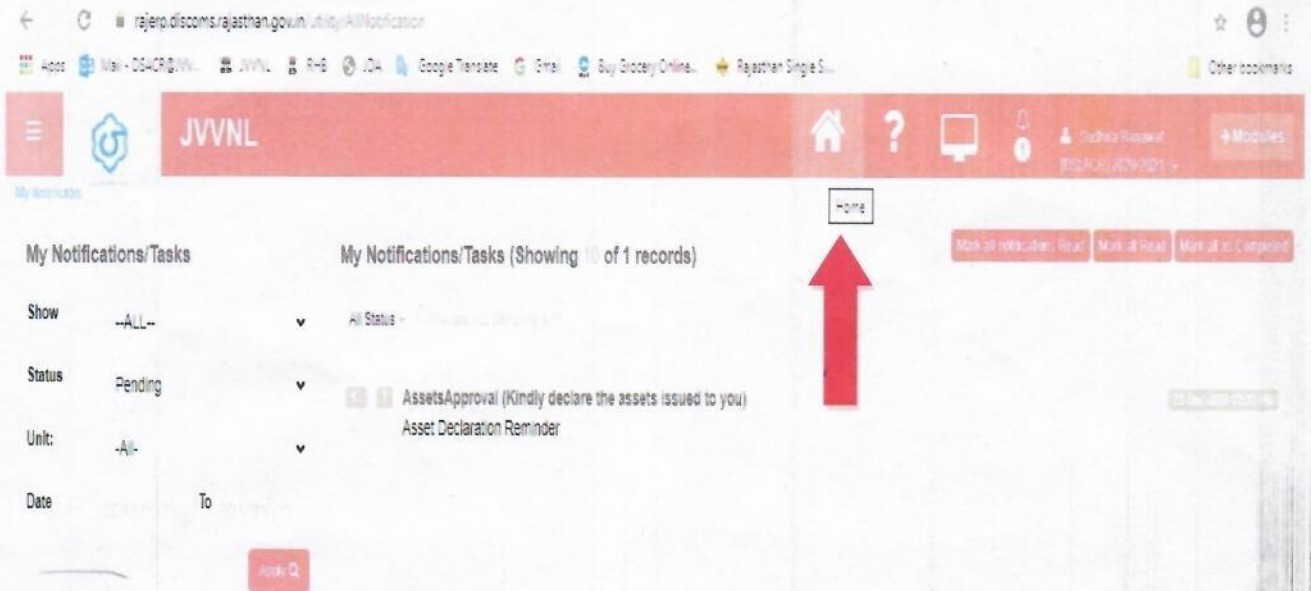
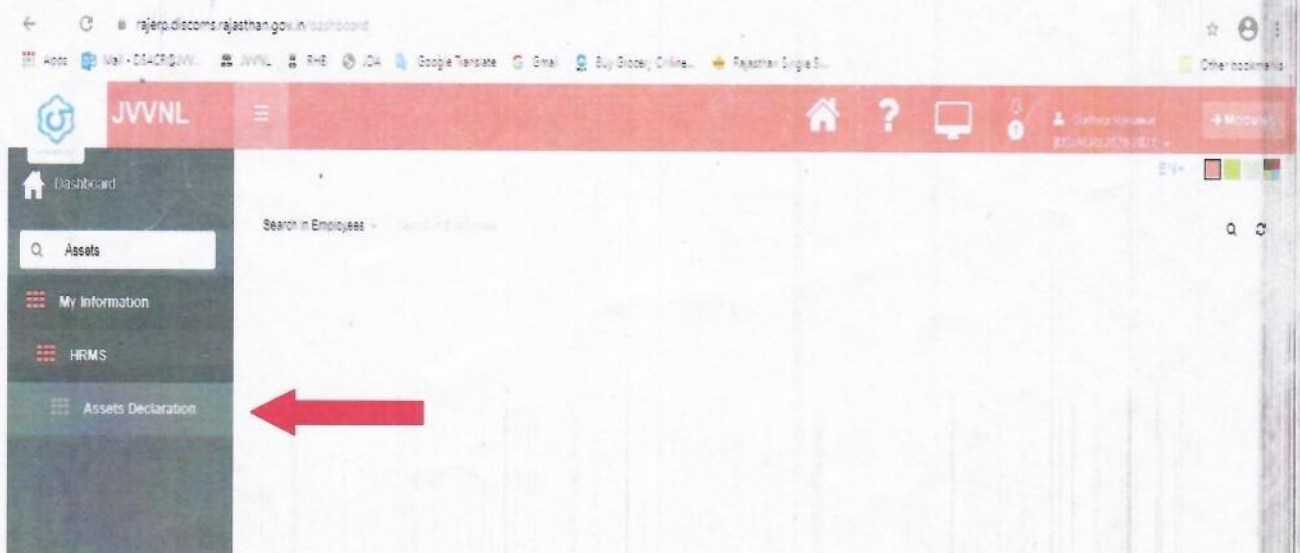


How to declare assets in HRMS?

1. After logging into SSO ID, Click on HOME button.



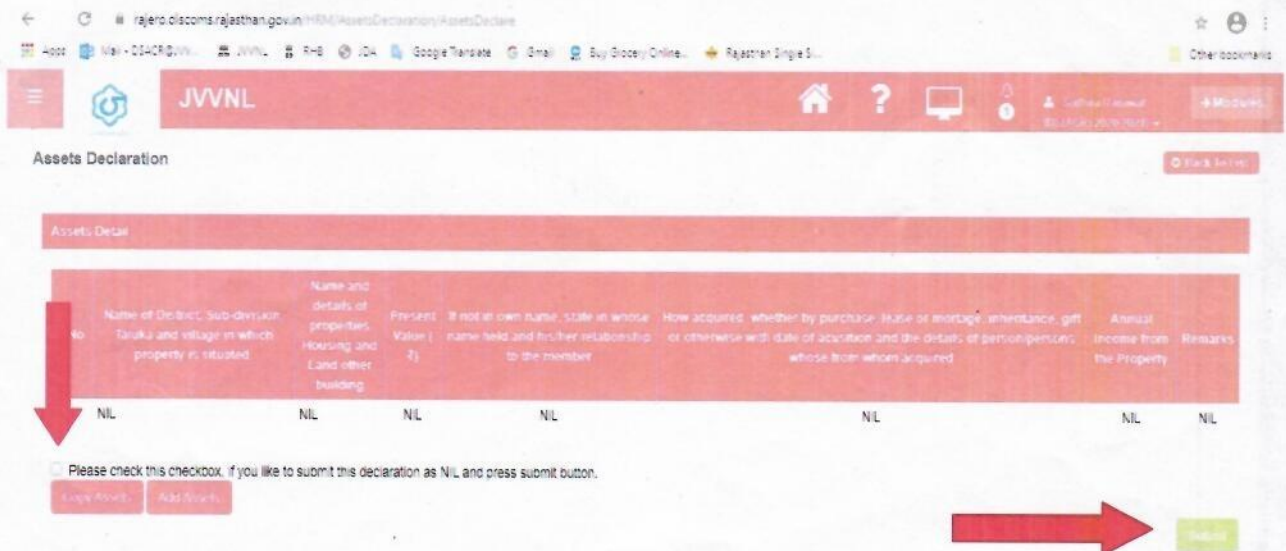
2. Search "Assets" in Search box.(or Go to My information—HRMS—Assets Declaration). Click on Assets Declaration.



3. Click on "Declare" button on Assets Declaration Page.



4. If you want to submit "NIL" assets, Click on tick box and then "Submit" button.



5. If you want to add assets, Click on “Add Assets” button.

The screenshot shows the 'Assets Declaration' page. At the top, there is a navigation bar with the JVVNL logo and a 'Back to list' button. Below this is a table with the following columns: S.No, Name of District, Sub-division, Taluka and village in which property is situated, Name and details of properties Housing and Land other building, Present Value (₹), If not in own name, state in whose name held and his/her relationship to the member, How acquired, whether by purchase, lease or mortgage, inheritance, gift or otherwise with date of acquisition and the details of person/persons whose from whom acquired, Annual Income from the Property, and Remarks. The table contains one row with 'NIL' in all columns. Below the table, there is a checkbox with the text 'Please check this checkbox, if you like to submit this declaration as NIL and press submit button.' To the left of this text are two buttons: 'Clear Assets' and 'Add Assets'. A red arrow points to the 'Add Assets' button. At the bottom right, there is a green 'Submit' button.

6. Fill the format and click on “Save” .

The screenshot shows the 'Add New' form for 'Assets Declaration'. The form is for the 'Calendar Year 2020 as on 1-Jan-2021'. It contains the following fields: 'Name of District, Sub-division, Taluka and village in which property is situated', 'Name and details of properties Housing and Land other building *' (with a dropdown menu for '--Select One--'), 'Property Details', 'Present Value ₹*', 'Owner Type *' (with a dropdown menu for '--Select One--'), 'How acquired, whether by purchase, lease or mortgage, inheritance, gift *' (with a dropdown menu for '--Select One--'), 'Date of acquisition', 'Details of Acquisition (From Whom Acquired) *', 'Annual Income from Property', and 'Remarks'. At the bottom right, there are two buttons: a green 'Save' button and a red 'Cancel' button. A red arrow points to the 'Save' button.