

F. No.GAD-VIG0ADM/64/2021-09 (C.No.103216)
Government of Jammu and Kashmir
General Administration Department
(Vigilance)

Civil Secretariat, Jammu/Srinagar
Dated:29th December, 2023.

Subject:- Filing of Annual Property Returns by J&K Government Employees through online Property Return System (PRS).

Notification

In terms of Circular No. 36-JK(GAD) of 2023 dated 21.12.2023, all employees of Government of Jammu & Kashmir have been advised to file their Property Returns for the year 2023 from 1st January, 2024 upto 31st January, 2024 on PRS Portal, which is accessible on <https://prs.jk.gov.in>.

In order to ease out and further simplify the process of filing property returns by the employees, the following features have been incorporated in the system:-

- **Import Previous Year's Data:** This feature shall allow auto retrieval of property statement data filed in previous year and shall automatically be reflected in Property Statement form of current year, which can further be edited/ updated for any addition or deletion. A step wise procedure in this regard is explained in "**Annexure-A**" to this notification.
- **Multi Factor Authentication:** This is an electronic, two factor authentication method in which a user is granted access to the Portal after entering multiple factors. This shall be done by using Google Authenticator Application on mobile phones. A step wise procedure in this regard is explained in "**Annexure-B**" to this notification.


(Roopali Arora) JKAS,
Under Secretary to the Government.

Copy to:

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. All Principal Secretaries to the Government.
4. Director General, IMPA&RD, J&K.

5. Principal Secretary to the Lieutenant Governor.
6. Principal Resident Commissioner, J&K Government, New Delhi.
7. All Commissioner/Secretaries to the Government.
8. Chief Electoral Officer, J&K.
9. Joint Secretary (J&K), Ministry of Home Affairs, Govt. of India.
10. Director, Anti Corruption Bureau, J&K.
11. Divisional Commissioner, Kashmir/Jammu.
12. Chairperson, Special Tribunal, J&K.
13. All Heads of Departments/Managing Directors/Secretary/Advisory Boards.
14. All Deputy Commissioners.
15. Director Information, J&K.
16. Director, Archives, Archaeology and Museums, J&K.
17. Director, Estates, Kashmir/Jammu.
18. Secretary, JKPSC/BoPEE/SSB.
19. Secretary, J&K Academy of Art, Culture & Languages.
20. Secretary, J&K Legislative Assembly.
21. Director, IT&SS, University of Kashmir.
22. General Manager, Government Press, Srinagar/Jammu.
23. Private Secretary to the Chief Secretary, J&K.
24. Private Secretary to Advisor (B) to the Lieutenant Governor.
25. Private Secretary to Commissioner/Secretary to the Government, GAD.
26. I/c Website, GAD.
27. Stock file.

"Hindi and Urdu version shall follow".

Proposed
29.12.23

"Annexure- A"

Step-wise Procedure

- Step 1:-** Click "Employee Login" option on PRS Portal and login into the portal using CPIS ID.
- Step 2:-** Click on "Apply" option given on the dashboard.
- Step 3:-** Click on the "Import Previous Year's Data" option indicated on top left of the form. The previous year's details will automatically be reflected in current year's form.
- Step 4:-** The details can further be edited/updated for addition/deletion and can be submitted accordingly.



Property Return System

Step - 1

General Administration Department (GAD), J&K Government

[Help](#)

[Search Property Details](#)

[DDO Registration](#)

[Admin Login](#)

[Employee Registration](#)

[Employee Login](#)



Welcome to Property Return System

Step - 2

Notifications

GAD-VIG0APR/4/2021-09-AD|Filing of A... ▼

View notification

Apply



Form No	Description	Notification Start Date	Subm Start
105322	GAD-VIG0APR/4/2021-09-GAD Filing of Annual Property Returns 2021	22/12/2021	01/01.

Notification End Date 31/01/2023

Import Previous Year's Data



Department

None

Name

JASVINDER KUMAR

Designation

Head Assistant

Logging in using MFA (Multi factor Authentication)

Multi-factor authentication (MFA; two-factor authentication, or 2FA, along with similar terms) is an electronic authentication method in which a user is granted access to a website or application only after successfully presenting two or more pieces of evidence (or factors) to an authentication mechanism. MFA protects personal data—which may include personal identification or financial assets—from being accessed by an unauthorized third party that may have been able to discover, for example, a single password.

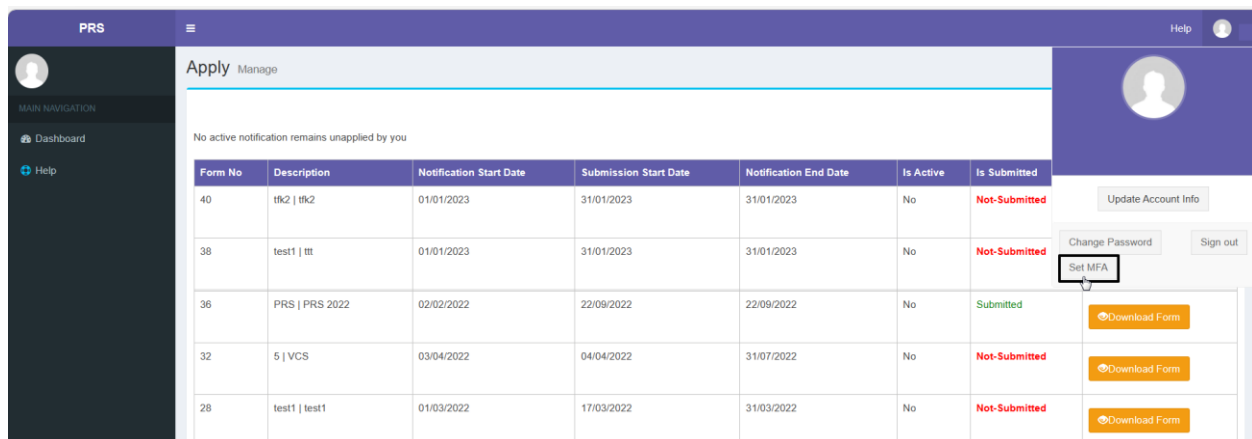
Setting up MFA

Step 1 - Install the Google Authenticator app

The first step to start using MFA is to install Google Authenticator app on your mobile phone (Google play store for Andriod users and apple store for IOS users).

Step 2 – Log in to your PRS Account

The next step would be to login to your account and click on set MFA which will appear by clicking on the right hand side of the screen as shown below.



Step 3 – Setting up MFA Key

Once you have clicked on Set MFA button, screen shown below will be displayed wherein you can set up MFA key by entering your account password and click on show QR image.

PRS ≡ Help 👤

User MFA Manage Home > User MFA

To use this feature download Google Authenticator app on your smart phone and scan the below QR Code. Then use the pin generated in the app in place of OTP after logging in using password in PRS.

MFAKey Show QR Image

Verify PIN Verify PIN

Step 4 – Entering OTP

After having clicked on Show QR image button, you will receive an OTP (on time password) on your registered mobile number.

Enter OTP and click on Show QR image button.

PRS ≡ Help 👤

User MFA Manage Home > User MFA

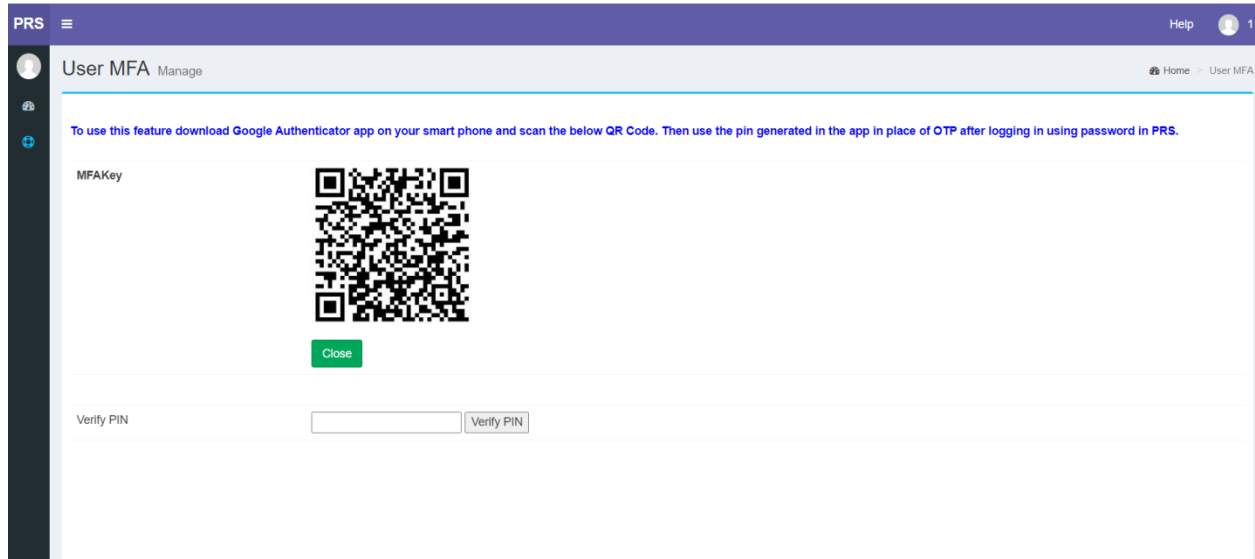
To use this feature download Google Authenticator app on your smart phone and scan the below QR Code. Then use the pin generated in the app in place of OTP after logging in using password in PRS.

MFAKey Show QR Image

Verify PIN Verify PIN

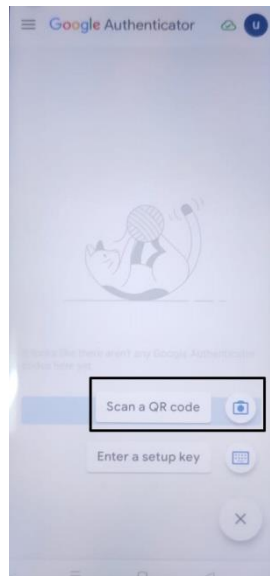
Step 5 – Scanning QR Code

Once you have clicked on show QR image button, screen with QR code will be displayed.



Step 6 – Using Google authenticator app

Scan the QR code using Google authenticator installed in your mobile phone by clicking on Scan a QR code button.



Once you have clicked on Scan button, screen will be ready to read the QR code and MFA key will be displayed once the QR code is scanned.



There will always be a different MFA key which will get expired after certain period.

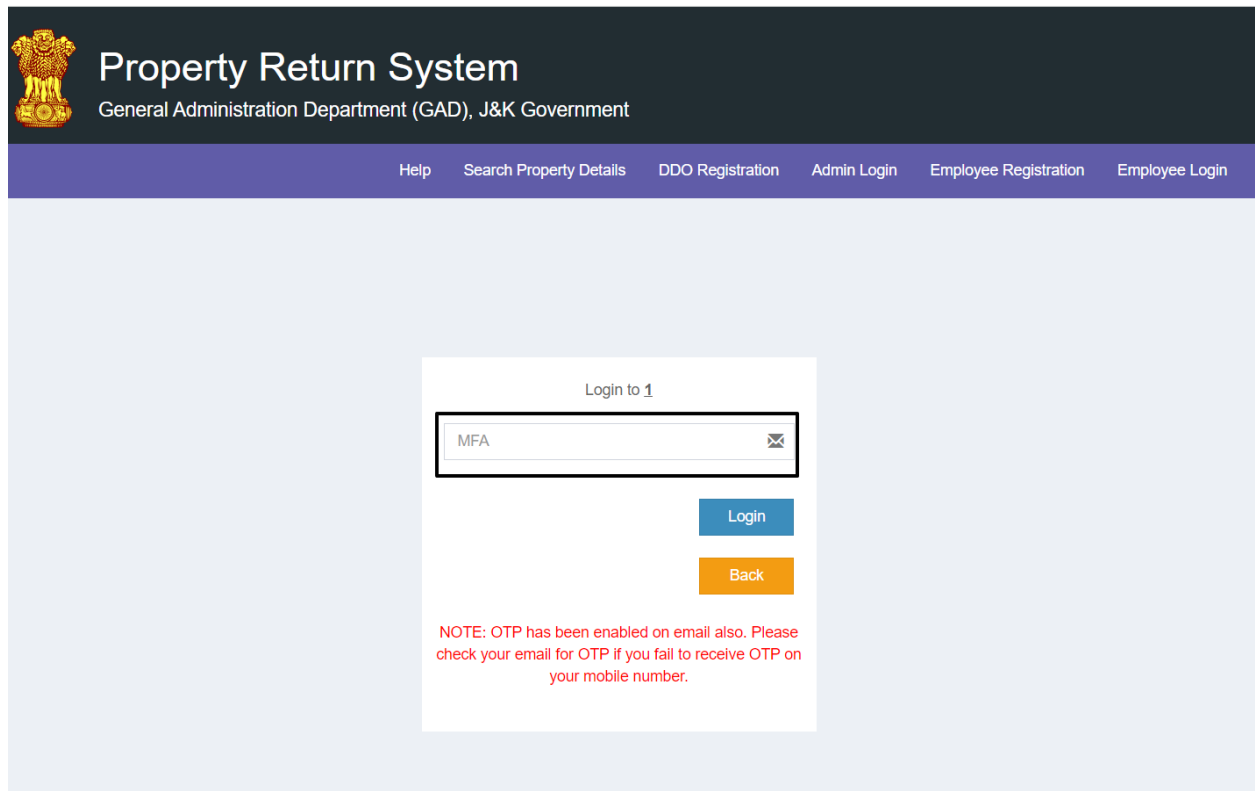
Logging in to Your account using MFA key

Now that MFA key has been set for your account, you can log in to your account by providing your CPIS Number, Password, enter captcha and click on 'Login using MFA button'.

A screenshot of a web-based login page for an 'EMPLOYEE' account. The page contains the following elements:

- Title: 'Login to EMPLOYEE account'
- Form fields:
 - 'CPIS Number' with a barcode icon and the instruction 'Enter Full CPIS Number (Alpha-Numeric)'
 - 'Password' with a lock icon
 - A captcha image showing the number 'f1542' on a blue and white speckled background, with an input field below it and the instruction 'Enter the characters as shown in the image above'
- Buttons:
 - A blue 'Login' button
 - A green 'Login using MFA' button, which is highlighted with a red border and a yellow mouse cursor icon.
- Link: 'Forgot Password?' at the bottom right.

Once you have clicked on 'Login using MFA', screen wherein you need to enter MFA key will appear.



The screenshot shows the 'Property Return System' interface for the 'General Administration Department (GAD), J&K Government'. The page features a dark header with the system name and logo, and a purple navigation bar with links for 'Help', 'Search Property Details', 'DDO Registration', 'Admin Login', 'Employee Registration', and 'Employee Login'. The main content area is light blue and contains a white login form titled 'Login to 1'. The form has an input field labeled 'MFA' with a clear button (X) on the right. Below the input field are two buttons: a blue 'Login' button and an orange 'Back' button. A red note at the bottom of the form reads: 'NOTE: OTP has been enabled on email also. Please check your email for OTP if you fail to receive OTP on your mobile number.'

Enter MFA key shown on the goggle authenticator app and click on Login.