

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

Civil Secretariat, Jammu/Srinagar  
Dated:29<sup>th</sup> 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 1<sup>st</sup> January, 2024 upto 31<sup>st</sup> 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.

The screenshot displays the PRS application interface. On the left is a dark sidebar with a 'MAIN NAVIGATION' menu containing 'Dashboard' and 'Help'. The top header is purple with 'PRS' on the left and 'Help' with a user icon on the right. The main content area has a light blue header with 'Apply' and 'Manage' tabs. Below this, a message states 'No active notification remains unapplied by you'. A table lists various forms with columns: Form No, Description, Notification Start Date, Submission Start Date, Notification End Date, Is Active, and Is Submitted. The 'Is Submitted' column shows 'Not-Submitted' for forms 40, 38, and 28, and 'Submitted' for form 36. To the right of the table, there are buttons for 'Update Account Info', 'Change Password', 'Sign out', and 'Set MFA'. The 'Set MFA' button is highlighted with a black box and a mouse cursor. Below the table, there are 'Download Form' buttons for forms 40, 38, and 28.

| Form No | Description    | Notification Start Date | Submission Start Date | Notification End Date | Is Active | Is Submitted  |
|---------|----------------|-------------------------|-----------------------|-----------------------|-----------|---------------|
| 40      | tkk2   tkk2    | 01/01/2023              | 31/01/2023            | 31/01/2023            | No        | Not-Submitted |
| 38      | test1   tit    | 01/01/2023              | 31/01/2023            | 31/01/2023            | No        | Not-Submitted |
| 36      | PRS   PRS 2022 | 02/02/2022              | 22/09/2022            | 22/09/2022            | No        | Submitted     |
| 32      | 5   VCS        | 03/04/2022              | 04/04/2022            | 31/07/2022            | No        | Not-Submitted |
| 28      | test1   test1  | 01/03/2022              | 17/03/2022            | 31/03/2022            | No        | Not-Submitted |

### **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

User MFA Manage

Help

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

User MFA Manage

Help

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.

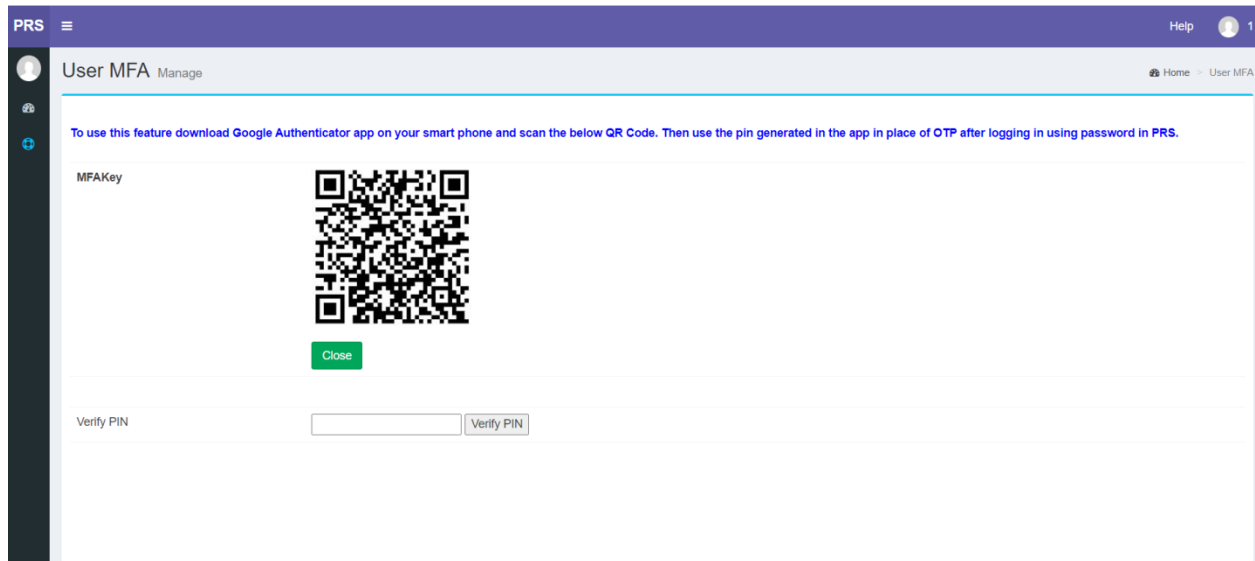
MFAKey \*\*\*\*\* Show QR Image

Verify PIN \*\*\*\*\* Verify PIN



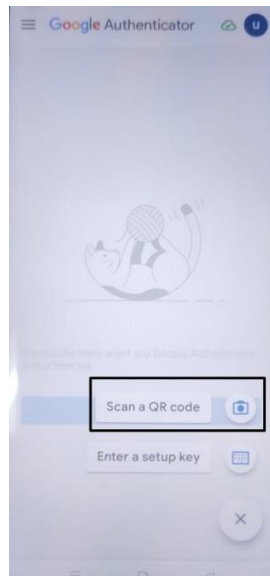
### **Step 5 – Scanning QR Code**

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

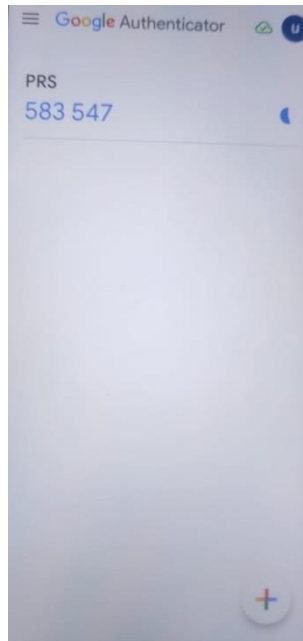


### **Step 6 – Using Google authenticator app**

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.



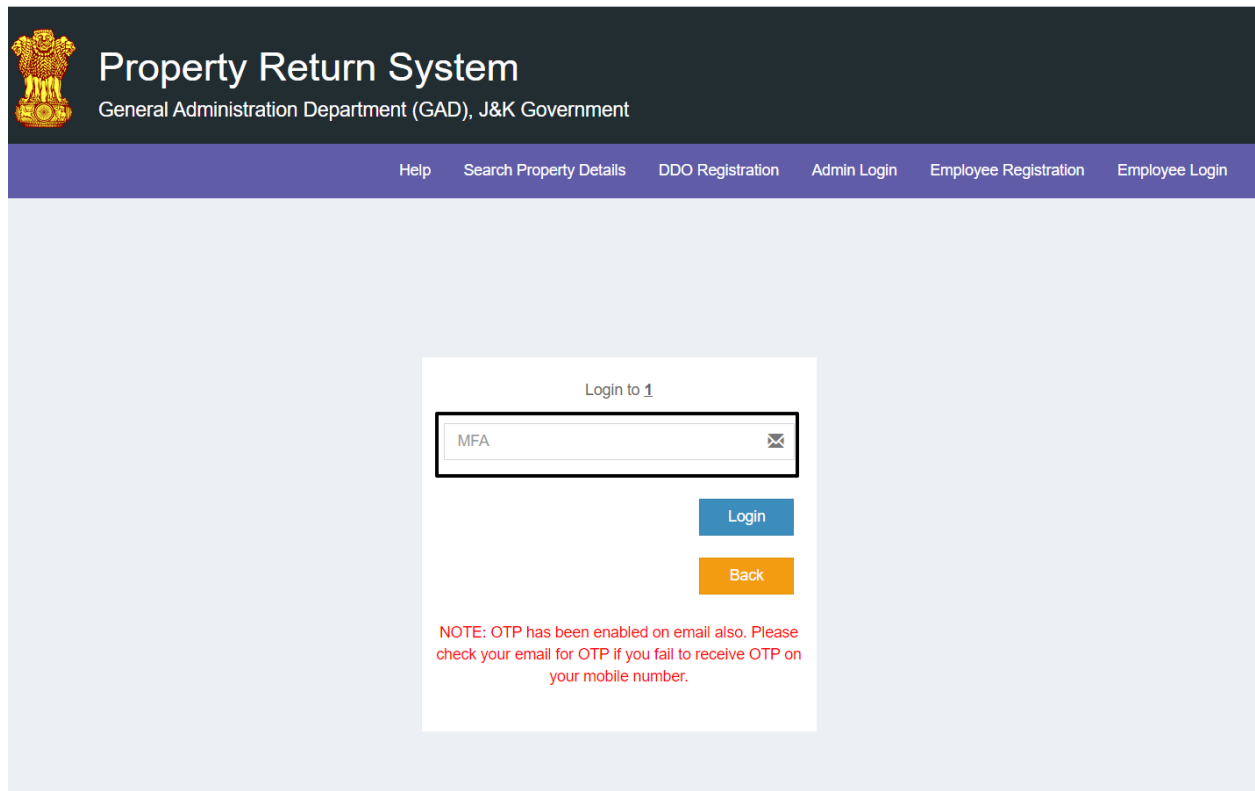
There will always be a different MFA key which will get expired after certain period.

### **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 has a light blue background. At the top, it says 'Login to EMPLOYEE account'. Below this are three input fields: 'CPIS Number' with a barcode icon, 'Enter Full CPIS Number (Alpha-Numeric)', and 'Password' with a lock icon. Below the password field is a captcha image showing the characters 'f1542' in a blue, pixelated font. Underneath the captcha is a text box for entering the characters. Below the text box is the instruction 'Enter the characters as shown in the image above'. At the bottom, there are two buttons: a blue 'Login' button and a green 'Login using MFA' button. A yellow hand cursor icon is pointing at the 'Login using MFA' button. To the right of the buttons is a link that says 'Forgot Password?'.

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



The screenshot displays the 'Property Return System' interface for the 'General Administration Department (GAD), J&K Government'. The header includes the state emblem and navigation links: Help, Search Property Details, DDO Registration, Admin Login, Employee Registration, and Employee Login. The main content area shows a 'Login to 1' dialog box with an input field labeled 'MFA' containing a placeholder 'MFA' and a clear button. Below the input field are 'Login' and 'Back' buttons. A red note at the bottom states: '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.