

V.O.CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
LEGAL & DA SECTION
CIRCULAR NO. 004/18-19

No: S-20/1/2016/L&DAS/D. 3455

Date: 02.11.2018

Sub: Departmental Permission for purchase/disposal on movable and immovable property as per the TPT (conduct) Regulation, 1979- **Reg**

Chairman had approved for the centralized processing for the departmental permission for the acquisition or disposal of movable and immovable property for port officers and employees, through L&DAS of General Administration Department.

2. In view of the above all the employees and officers are requested to submitted their application for permission on the acquisition or disposal of movable and immovable property along with the check list and the required documents, through their Concerned Department HOD.

3. It is further clarified that, the departmental permission for the acquisition or disposal of movable and immovable property for

- (i) Class III & IV technical staff will be approved by the concerned HOD
- (ii) Class III & IV Ministerial Staff will be approved by Secretary
- (iii) Class I & II will be approved by Chairman

4. Hence, it is requested to the concerned Departmental Heads to ensure that all the Departmental Permission for purchase/disposal on movable and immovable property as per the TPT (conduct) Regulation, 1979 had to be forwarded to GAD in the prescribed check list for processing.

5. This issues with the approval of the competent authority.

2/11/18
SECRETARY