

Doc. nos. 100014606

V.O.CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
LEGAL & DISCIPLINARY ACTION SECTION

No. GAD-OGALG-CNF-MAINT-VI-19(17275)/D. 2825

Dated: 20.12.2019

Sub: Submission of Annual Immovable / Movable Property Returns for the year ending 31.12.2019 by Class I and Class II Officers of VOC Port Trust – reg.

According to Regulation 16 (3) & (4) of Tuticorin Port Employees (conduct) Regulations, 1979, every Class I and Class II Officer of the Port is required to submit Annual Immovable / Movable Property Returns in the prescribed proforma, during the month of January, every year.

2. All the Officers are, therefore, requested to submit their returns duly furnishing the full details of the Immovable and Movable Properties, such as Plot No., Survey No., present value, locality, make No., value of the property, name & address of the party from whom the properties were purchased, permission obtained from the competent authority for such purchase, disposal / income from the property per annum etc., held by them or by any member of their families as on 31.12.2019, under the relevant column with details of permission obtained from the Department in the Proforma-I and Proforma-II enclosed respectively to General Administration Department.

3. All the Heads of Department are requested to collect the Annual Property Returns from their respective department officers, including their own returns for the year ending 2019, duly filled in as per the requirement in the prescribed proforma and forward the same to GAD on or before 31st January 2020 without fail.

Encl: As above.

[Signature]
Secretary

To

1. All Heads of Department.
2. Sr. Deputy Director / EDP Centre – For uploading in Port website

Copy to:

- (i) P.A. to Chairman
- (ii) P.A. to Dy. Chairman
- (iii) P.A. to CVO

[Signature]
21/12

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STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2019 (As on 31.12.2019).

- 1) Name of the Employee :
- 2) Employee Number :
- 3) Designation :

Present Address:

Permanent Address:

Name of District, Village in which property is situated. (Full address in case of house)	Name & details of property		Present value (approx)	If not in own name, state in whose name held and his/her relationship to the employee	How acquired, whether by purchase, lease or mortgage, inheritance, gift or other-wise with date of acquisition and name with details of person from whom acquired.	Annual income from the property	Details of approval No. and date for acquisition/disposal/construction of house.	Remarks
	House and other Buildings	Lands						
1	2	3	4	5	6	7	8	9

Certified that the properties shown above are properties owned by me and my family members.

Signature of the Officer

Date:

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STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT / FOR THE YEAR 2019 (AS ON 31.12.2019)

- 1) Name of Officer (in full) :
2) Present post held :
3) Present Pay :Rs.

i) Cash, Bank Balance, Credit, Insurance Policies, Shares, Debentures etc.

S.No.	Description of Item	Value (Rs.)	If not in own name state in whose name (wife, child, dependent, other relation or benamdar) the asset is.	Date & manner of acquisition	Remarks
1	2	3	4	5	6

Certified that the properties shown above are properties owned by me and my family members.

Date:

Signature of the Officer

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(ii) Other movable including jewelry and other valuables, motor vehicles, refrigerators and other articles of the amount of two months basic pay and over for each item. In all returns, the value of items of movable property worth less than the value of two months basic pay may be added and shown as lump sum. The value of articles of daily use such as clothes, utensils, crockery and books need not be included in such returns.

Sl. No.	Description of item	Value (Rs.)	If not in own name state in whose name (Wife, child, dependent, other relation or benamdar) the asset is	Date & manner of acquisition	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

Certified that the properties shown above are properties owned by me and my family members.

Date:

Signature of the Officer