

V.O. CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
LEGAL & DISCIPLINARY ACTION SECTION
Check List For Approval Of Immovable property returns under Regulation 16(1) of TPT
(Conduct) Regulation 1979

Sl.No	Description	Details
1	Name of Employee	
2	Employee No. and Current Basic Pay	
3	Designation with Grade	
4	Department	
5	Date of joining in VOCPT	
6	Name of the property holder / in whose name the property is proposed for acquisition /disposal	
7	Details of the Immovable property	
	a. Address	
	b. Area description	
	c. Vacant land or with house	
8	Permission requested for disposal / acquisition through inheritance/ purchase	
9	Total Amount involved in transaction	Rs.
10	In case of disposal , name of the purchaser with address, aadhar number	
11	Detail description on the amount involved for the purchase.	
	a. Savings	Rs.
	b. Loan	Rs.
	c. Gift*	Rs.
	d. Others	Rs.
	Total	Rs.
12	List of documents to be enclosed for	Description of the documents enclosed
	Purchase	
	a. Savings proof	
	b. Loan offer	
	c. Gift*	
	d. Others	
13	Disposal	
	a. Permission letter	
	b. Previous year property return statement	
	c. Property document	
14	Acquisition through inheritance	
	Settlement deed or gift deed or other kind of related registered document	

V.O. CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
LEGAL & DISCIPLINARY ACTION SECTION
Check List For Approval Of Immovable property returns under Regulation 16(1) of TPT
(Conduct) Regulation 1979

15	If this is an Ex-post facto, intimation or sanction, state the reason	
*For accepting money as gift from father , mother or other relatives, proper permission or sanction from the appropriate authority is necessary		

I hereby declare that the particulars given above are correct to the best of my knowledge and request that I may be granted permission to acquire / dispose the above mentioned property.

Signature of the applicant

For the Concerned Department Usage

It is hereby certified that the applicant had properly filled all the columns in the proforma and enclosed all the necessary documents as stated, for further processing.

Concerned Head of Department

Processing for approval by General Administration Department

It is verified that the applicant had complied with the provisions of TPT (Conduct) Regulation, 1979 for the departmental permission for the acquisition or disposal of movable and immovable property. Provided, (reason, if any for non compliance). In view of the above, approval may be accorded by -----for the above mention purchase/ disposal of the applicant as per Regulation 16(1) of TPT (Conduct) Regulation, 1979, please.

Processing officer

Secretary

CVO

DyCPT

CPT