

V.O.CHIDAMBARANAR PORT TRUST
VIGILANCE DEPARTMENT

No.Vig-31/1/2019/D.386

Dated 25.04.2019

Sub: Submission of Annual Immovable / Movable Property Returns for the year ending 31.12.2018 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 31.12.2018, under the relevant column with details of permission obtained from the Department in the Proforma-I and Proforma-II enclosed respectively to Vigilance Department.

3. The Heads of Department are requested to ensure that, the RETURNS in respect of the officers working under their control, including their own RETURNS, are duly filled in as per the requirement in the prescribed proforma, so as to reach the Vigilance Department on **or before 10th May 2019** without fail.

Encl: As above.


CHIEF VIGILANCE OFFICER

To

1. All Heads of Department.
2. Sr. Deputy Director / EDP Centre
3. Sr. Deputy Traffic Manager / CHD

Copy to: (i) P.A. to Chairman
(ii) P.A. to Dy. Chairman

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STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2018 (AS ON 31.12.2018)

(i) Name of the Employee : Present Address :
 (ii) Employee Number :
 (iii) Designation : 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 otherwise with date of acquisition and name with details of persons from whom acquired	Annual income from the property	Details of approval No. and date for acquisition/ disposal/ construction of house	Remark
	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.

Date:

Signature of the Officer

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STATEMENT OF MOVABLE PROPERTY (AS ON 31.12.2018)

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

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

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

V.O.CHIDAMBARANAR PORT TRUST

(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

- Notes:** (1) This Declaration form is required to be filled in and submitted by all Class I & II Officers in first appointment to the service and thereafter by the 31st January of each year giving particulars of all movable properties, owned acquired or inherited by him or held by him either in his own name or in the name of any member of his family or in the name of any other person, as they stood on the date of appointment or on the 31st December of the year concerned, as the case may be.
- (2) The categories of assets mentioned in above heads are only illustrative and not meant to be exhaustive.
- (3) In declaring shares and stock and other securities, jewelery, motor cars, motor cycles, refrigerators, other valuable articles, the actual price paid by the officer must mentioned, whatever their face value or depreciation might be. In column 5 of the Form, the manner of acquisition of the property should be clearly and unambiguously given i.e. whether the property was acquired by means of savings from the officers salary or from income from any other source or by inheritance or by any other means to be specified. If a movable property is in the process of acquisition, for example, a Car or Refrigerator or other pieces of furniture or jewelery are being paid for in installments or mortgaged while being acquired, such properties should be entered upon in the Declaration Form with a statement in the remarks columns as to in what stage of acquisition the property is.
- 4) In declaring Insurance Policies, the amount of insurance, the name and address of the Company, the number of year during which premium have to be paid should be mentioned. Fully or partly paid-up policies, single or limited payment policies should be described as such. The names and addresses of the Banks of the Officer and his dependents together with the nature and number of the accounts should be given.
