

V.O. CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
LEGAL & DISCIPLINARY ACTION SECTION
Check List For Approval Of Movable property returns under Regulation 16(2) 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 | Detailed specification of the movable property | |
| 7 | Permission requested for disposal / purchase | |
| | Proposed date of disposal / purchase | |
| 8 | Disposal / Purchase in own name or any other member of the family. In case of later, mention the name with relationship of the person | |
| 9 | Total Amount involved | Rs. |
| 10 | In case of disposal , name of the purchaser with address, aadhar number | |
| 11 | In case of purchase, name and address of the vendor or seller | |
| 12 | Detail description on the amount involved for the purchase. | |
| | a. Savings | Rs. |
| | b. Loan | Rs. |
| | c. Gift* | Rs. |
| | d. Others | Rs. |
| | Total | Rs. |
| 13 | List of documents to be enclosed for | Description of the documents enclosed |
| | Purchase | |
| | a. Savings proof | |
| | b. Loan offer | |
| | c. Gift * | |
| | d. others | |
| 14 | Disposal | |
| | a. Permission letter issued by Port | |
| | b. Previous year property return statement | |
| 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 | | |

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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(2) of TPT (Conduct) Regulation, 1979, please.

Processing officer

Secretary

CVO

DyCPT

CPT