PARADIP PORT TRUST EMPLOYEES
(CONDUCT)
REGULATION, 1989
MINISTRY OF SURFACE TRANSPORT
(Port Wing)
NEW DELHI, THE 5TH JULY - 1989
NOTIFICATION

G.S.R. 682 (E) : In exercise of the powers conferred by sub-section (i) of Section 124, read with sub-section (1) Section 132 of the Major Port Trust Act, 1963 (38 of 1963), the Central Government hereby approves the Paradip Port Trust Employees (Conduct) Regulations, 1989 made by the Board of Trustees for the Port of Paradip and set out in the Schedule annexed to this notification.

2. The said regulations shall come into force on the date of publication of this notification in the official Gazette.

[F. No. PR-12013/8/88/PE-I]
YOGENDRA NARAIN, Jt. Secy.

In Exercise of the powers conferred under Section 28 of the Major Port Trust Act. 1963, (38 of 1963), the Paradip Port Trust Board hereby makes, the following Regulations viz :

1. Short Title Commencement & Applications :

1. These regulations may be called the Paradip Port Trust Employees’ (Conduct) Regulations. 1989.

2. Except as otherwise provided by or under these Regulations they shall apply to all persons appointed to posts in connection with the affairs of Paradip Port Trust.

Provided that nothing in Clause (ii) of Sub-Regulations (5) of Regulation 5 subject to the provisions of the Industrial Disputes Act, 1947 (14 of 1947) Regulation 10 : Note-2 below the explanation in Regulation 11 : Sub-Regulation (2) of Regulation (13) Regulation 17 : shall apply to an employee drawing a pay not exceeding Rs. 1676 per mensem and holding a Class III or IV post.

Provided further that nothing in the foregoing proviso shall apply to any employee holding an office which is mainly concerned with administration, managerial, supervisory, security or welfare functions.

2. Definitions :

In these regulations unless the context otherwise required :-

a) “Board” “Chairman” “Deputy Chairman” and “Head of a Department” shall have the same meaning as in the major Port Trust Act, 1963 (38 of 1963).

b) “Government” means the Central Government.
c) “Employee” means an employee of the Board.
d) “Members of the family” in relation to an employee included:
i) The Wife or husband as the case may be of the employee, whether residing with him or not but does not include a wife or husband as the case may be separated from the employee by a degree or order of a competent court.
ii) Sons or daughters or step sons or step daughters of the employee and wholly dependent on him, but dose not include a child or step child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived of by or under any law.

**Explanation:**

“Dependent of an employee is one whose income does not exceed five hundred rupees a month from all sources.”
e) Class-I, Class-II, Class-III and Class-IV posts shall have the same meaning as assigned to them respectively in the Paradip Port Employees (Classification, Control and appeal) Regulations 1967.
f) Prescribed authority means the appointing authority as prescribed in the Paradip Port Employees (Classification, Control and Appeal) Regulations 1967.

3. **General**:

1) Every employee shall, at all times, maintain absolute integrity and devotion to duty.
2) Every employee holding a Supervisory post shall take all possible steps to ensure the integrity any devotion to duty of all employees for the time being under his control and authority.
3) No employee holding a supervisory post shall in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior and shall, where he is acting under such direction, obtain the direction in writing wherever practicable, and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation writing; he shall obtain written confirmation of the direction as soon thereafter as possible.
4) No employee holding a post of Class I & II shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.
5) i) No employee holding a Class I post shall except with the previous sanction of the Chairman permit his son, daughter or any other dependent to accept any employment with any firm or company with which he has dealings in his capacity as such employee or with any other firm having dealings with the Board.

Provided that where the acceptance of such employment by the son daughter or other dependent of such employee cannot await the prior permission, the matter shall be reported by the employee to the Chairman and the employment may be accepted provisionally, subject to the permission of the Chairman.

**Explanation:**

1) Nothing in sub-regulation (3) above shall be construed as empowering an employee to evade his responsibility by seeking instructions from or approval of a superior officer or authority when
such instructions are not necessary under the scheme of distribution of powers and responsibilities. Oral instruction should not as far as possible be issued by senior officers to their subordinates. If the oral instructions are issued by any senior officer they should be confirmed by him in writing immediately thereafter.

A Junior Officer who has received oral orders from his superior officer should seek confirmation in writing preferably within twenty four hours. If a Junior Officer seeks confirmation to the oral instructions given by the senior, the latter should confirm it in writing whenever such confirmation is sought. It is not open to the superior officer to refuse to confirm in writing the orders given him orally, just as it is open to him to state immediately that no such oral orders were given.

6) Every employee should desist from dealing with a case relating to award of a contract or exercise of patronage in favour of a firm or company in which his child or dependent is employed.

7) No employee should bid at auctions arranged by or on behalf of the Board.

8) Participation by an employee in proselytising activities or the direct or indirect use of his position and influence in such activities is objectionable.

9) Every Employee is expected to maintain a reasonable and decent standard of conduct in his private life and not bring discredit to his employer by his misdemeanour.

Explanation:

i) In case where an employee is reported to have conducted himself in a manner unbecoming of servant of the Board as, for instance by neglect of his wife and family, action may be taken against him on that score.

ii) An employee who is convicted by a court of law or arrested shall report the fact of his conviction or arrest to his departmental superiors promptly. Failure to do this may render him liable to disciplinary action.

4 Misconduct:

Without prejudice to the generality of the term misconduct the following acts of omission and commission shall be treated as misconduct:

1) Theft fraud or dishonesty in connection with the business or property of the Board or of property of another person within the Port premises.

2) Taking or giving bribes or any illegal gratification.

3) Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on his behalf by another person, which the employee cannot satisfactorily account for.

4) Furnishing false information regarding name, age, fathers name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.

5) Acting in a manner prejudicial to the interests of the Board.

6) Wilful insubordination or disobedience whether or not in combination with others, of any lawful and reasonable order of his superior.

7) Absence without leave or over-staying the sanctioned leave for more than ten consecutive
days without sufficient grounds or proper or satisfactory explanation.

8) Habitual late or irregular attendance.

9) Neglect of work or negligence in the performance of duty including malingering or slowing down of work.

10) Damage to any property of the Board.

11) Interference of tampering with any safety devices installed in or about the port premises.

12) Drunkenness or riotous or disorderly or indecent behaviour in the Port premises or outside within premises where such behaviour in related to or connected with the employment.

13) Gambling within the Port premises.

14) Smoking within the Port premises where it is prohibited.

15) Collection without the permission of the Chairman of any money within the Port premises except as sanctioned by any law of the land.

16) Sleeping while on duty.

17) Commission of any act which amounts to a criminal offence involving moral turpitude.

18) Absence from the employees appointed place of work without permission or sufficient cause.

19) Purchasing properties, machinery, stores etc. from or selling properties, machinery stores etc. to the Board without express permission in writing from the Chairman.

20) Commission of any act subservice of discipline or of good behaviour.

21) Abatement of or attempt at abatement of any act which amounts to misconduct.

22) Wilful misrepresentation facts.

NOTE: The above instance of misconduct are illustrative in nature and not exhaustive.

5. Taking Part in Politics and Election:

1) No employee shall take part in, an election to any legislature or local authority:
   Provided that:
   i) an employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted:
   1847 GI/89-3
   ii) an employee shall not be deemed to have contravened the provisions of this regulation by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for time being in force.

2) No employee shall engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.

3. No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or Public order or morality.
6. Connection with Press or Radio:

1) No employee shall except with the previous sanction of the Chairman, own wholly or in part or conduct or participate in the editing or managing of any newspaper or other periodical publication.

2) No employee shall except with the previous sanction of the Chairman or any other authority empowered by him in this behalf or in the bonafide discharge of his duties participate in a radio broadcast or contribute any article or any letter either, anonymously or in his own name or in the name of any other person to any newspaper or periodical.

    Provided that no such action shall be required if such broadcast or such contribution is purely literary, artistic or scientific character.

7. Criticism of Board/Government:

No employee shall in any radio or television broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any other public utterance, make any statement of fact or opinion:

i) Which has the effect of an adverse criticism of any current or recent policy or action of the Central Government, State Government, the Board or any other Major Port Trust.

    Provided that the case of any employee specified in the proviso to sub-regulation (2) of regulation 1, nothing contained in the regulation shall apply to bonafide expression of views by him as an office bearer of a trade union of such employees for the purpose of safeguarding the service condition of such employees or for securing any improvement there.

or

ii) Which is capable of embarrassing the relations between the Board and the Central Government, the Government of any State or any other Major Port Trust:

    or

iii) Which is capable of embarrassing the relations between the Central Government and the Government of any foreign State:

    Provided that nothing in this regulation shall apply to any statements made or views expressed by an employee in his official capacity or the due performance of the duties assigned to him.

8. Evidence before Committee or any other Authority:

1) Save as provided in sub-regulation (3) no employee shall except with the previous sanction of the Chairman give evidence in connection with any inquiry conducted by any person, Committee or authority.

2) Where any sanction has been accorded under sub-regulation (1) no employee giving such evidence shall criticise the police or any action of the Board of any other Major Port Trust or of the Central Government or of a State Government.

3) Nothing in this regulation shall apply to:

    a) evidence given at an enquiry before an authority appointed by the Central or a State Government, by the Parliament or by a State Legislature or by the Board or by any other Major Port Trust: or
b) evidence given in any judicial enquiry; or

c) evidence given in any departmental inquiry ordered by authorities subordinate to the
Government or by the Board or by any other Major Port Trust or by the Chairman or Deputy
Chairman or Head of a Department.

9. **Unauthorized Communication of Information**:

No employee shall, except in accordance with any general or special order of the Chairman or
in the performance in good faith of the duties assigned to him, communicate directly or indirectly,
y any official document or information to any person to whom he is not authorised to communicate
such documents or information.

**Explanation**:

If an employee quotes or copies in his representation appeal etc. circulars and
instructions of the Board or any other major Port Trust or Government including those marked
secret notes and other information from files which they are ordinarily not expected to have been
or to have retained the action shall be construed as not only improper but also as involving
contravention of this regulation.

10. **Subscription**:

No employee shall except with the previous sanction of the Chairman, as for or accept
contribution to, or otherwise associate himself with the raising of any fund in pursuance of any
object whatsoever.

**Explanation**:

1) More payment of subscription to a charitable or benevolent fund does not by itself violate this
regulation.

2) Voluntary association of an employee with the collection of Flag Day contributions is
permissible without any specific sanction under this regulation.

3) Collection of subscriptions by an employee who is a member of a Service union of employees,
from amongst other members of the Union shall be:

   i) Un-objectionable shall not require prior sanction if:

      a) The proceeds are proposed to be utilised for welfare activities of the Union, or

      b) Where a matter affecting the general interests of the members of the Union is in
dispute, it is permissible under the rules of the Union to spend its funds over such matters.

   ii) objectionable if the proceeds are proposed to be utilised for the defence of an individual
employee against whom departmental action is being taken on grounds which concern him in
particular.

11. **Gifts**:

1) Save as otherwise provided in these regulations no employee shall accept, or permit any
member of his family or only other person acting on his behalf to accept, any gift.

**Explanation**:

The expression “gift” shall include free transport, boarding, lodging or other service or
any other pecuniary advantages when provided by any person other than a near relative or personal friend having no official dealings with the employee.

Note : 1. A casual meal, life or other social hospitality shall not be deemed to be a gift.

Note : 2. An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organisation etc.

2) a) on occasions such as weddings, anniversaries, funeral or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the Chairman if the value of any such gift exceeds -:

   i) Rs. 500, in the case of an employee holding any Class I or Class II post
   ii) Rs. 350, in the case of an employee holding any Class III post and
   iii) Rs. 50 in the case of an employee holding any Class IV post.

   b) On such occasion as are specified in Clause (a) of sub-regulation (2), an employee may accept gifts from his personal friends having official dealings with him, but he shall make report to the Chairman if the value of any such gift exceeds :

   i) Rs. 200, in the case of an employee holding any Class I or Class II post,
   ii) Rs. 100, in the case of an employee holding any Class III post and
   iii) Rs. 50 in the case of an employee holding any Class IV post.

3) In any other case an employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift without the sanction of the Chairman/Deputy Chairman if the value thereof exceeds.

   i) Rs. 75 in the case of an employee holding any Class I or Class II post and
   ii) Rs. 25 in the case of an employee holding any Class III or Class IV post.

4) No employee shall :

   i) give or take or abet the giving or taking of dowry, or
   ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be any dowry.

Explanation :
For the purpose of this sub-regulation dowry has the same meanings as in the Dowry Prohibition Act, 1961 (28 of 1961),

12. Public Demonstrations etc. in Honour of Employees :

1) No employee shall, except with the previous sanction of the Chairman, accept any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other employees :-

   Provided that nothing in this regulations shall apply to :-

   i) a farewell entertainment of a substantially private and informal character held in honour
of the employee or any other employee on the occasion of his retirement or transfer or any person who has recently quitted service under the Board, or
   ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

Explanations:
   Acceptance of invitation to declare buildings, etc. open or to lay the foundation stone of new building etc. or to allow public places, institutions to be renamed after him attract the provisions of this regulation.

2) Exercise of pressure of influence of any sort on any employee to induce him to subscribe towards any farewell entertainment event if it is of a substantially private or informal character and the collection of subscriptions from employees for the entertainment of any officer is forbidden and will constitute a violation of this regulation.

13. Private Trade or Employment:
   1) No employee shall, except with the previous sanction of the chairman, engage directly or indirectly in any trade or business either in his own name or in the name of any member of his family or undertake any other employment.
      Provided that an employee may, without such sanction undertake honorary work of social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer in any way, but he shall not undertake or shall discontinue such work, if so directed by the Chairman.
      Explanation:
      Canvassing by an employee in support of business or insurance agency, commission agency etc. owned or managed by his wife or any other member of his family shall be deemed to be breach of this sub-regulation.

   2. Every employee shall report to the chairman if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

   3) No employee shall, except with the previous sanction of the chairman except in the discharge of his official duties take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act. 1956 (1 of 1956) or any other law for the time being in force. .
      Provided that an employee may take part in the registration, promotion or management of a co-operative societies established substantially, for the benefit of Port employees registered under the co-operative societies Act, 1912 (2 of 1912) or any other law for the time being in force, or of a literary, scientific or charitable society under the Societies Registration Act, 1860 (21 of 1860), or any corresponding law in force.

   4) No employee shall accept any fee for any work done by him for any public body or any private person without the sanction of the Chairman or the prescribed authority.
Provided that fees accepted for remuneration as paper setter examiner, etc. of public institutions will not attract the provisions of this regulation if such work has been accepted by the employee with an approval of the Chairman.

14. Investments, Lendings and Borrowings:

1) No employee shall speculate in any stocks, share on other investments.

Explanation:

Frequent or habitual purchase of sale or both of securities, shares shall be deemed to be speculations within the meaning of this sub-regulation.

2) No employee shall make, or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his duties.

3) If any question arises whether a security or investment is of the nature referred to in sub-regulation (1) of sub-regulation (2) the decision of Chairman thereon shall be final.

4) No employee shall, except with the previous sanction of the Chairman, lend money to any person possessing land or valuable property, or engage in any commercial activity within the local limits of his authority or at interest to any person.

Provided that an employee may make an advance of pay to a private servant or give a loan of small amount free of interest to a personal friend or relative, even if such person possesses land within the local limits of his authority.

5) No employee shall in the ordinary course of business with a bank or firm of standing borrow money from or otherwise place himself under pecuniary obligation, to any person within the local limits of his authority or any other person with whom he is likely to have dealings, nor shall he permit any member of his family, except with the previous sanction of the Chairman to enter into any such transaction.

Provided that an employee may accept a purely temporary loan of small amount, free of interest, from a personal friend or relative or operate a credit account with a bonafide tradesman.

6) When an employee is appointed or transferred to a post of such a nature as to involve him in the breach of any of the provisions of sub-regulation (4) or sub-regulation (5) he shall forthwith report the circumstances to the Chairman and shall thereafter act in accordance with such orders as may be passed by the Chairman.

Insolvency and Habitual Indebtedness:

1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who becomes a subject of a legal proceeding for insolvency shall forthwith report full facts to the Chairman.

Explanation:

When an attachment order is to be enforced against an employee, the Chairman may:

i) determine whether the employee’s financial position has reached a stage at which confidence in him must be diminished and, if so,
ii) consider the question of taking disciplinary action against him.

16. Movable, Immovable Property:

1) No employee shall except with the previous knowledge of the prescribed authority acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family.

   Provided that any such transaction conducted otherwise than though a regular or reputed dealer shall require the previous sanction of the prescribed authority.

Explanation:

   It is not contemplated that an employee should enter into transactions regarding movable and immovable property without the previous sanction of the prescribed authority and afterwards seek ex-post facto sanction.

2) An employee who enters into any transaction concerning any movable property exceeding Rs. 10,000 in the case of Class I and Class II Officers and 5,000 in the case of Class III and IV employees in value by way of purchase, sale or otherwise shall fortwith report such transaction to the Chairman.

   Provided that no employee shall enter into such transaction except with or through a regular or reputed dealer or agent or with the previous sanction of the Chairman.

Explanation:

   For the purpose of this sub-regulation the expression “movable property” includes inter alia the following property.

   a) jewelry, insurance Policies, where annual premium exceeds Rs. 5000 shares, securities debentures, fixed deposits in Banks and Companies, National Savings Certificates.

   b) loans advance by such employee, whether secured or not,

   c) motor cars, motor cycles, cows bullocks, buffaloes, and

   d) refrigerators, radios and radiograms, television sets, video cassette recording or video cassette playing sets.

3) Every Class I and II employee shall, on his admission in the service of the Board and thereafter at the end of each calendar year, submit a return as in Annexure A & B to these regulations of all immovable property owned, acquired, or inherited by him or hold by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

4) The Chairman may, at any time, by general or special order, required an employee to submit, within a period specified in the order a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required by the Chairman, include details of the means by which or the source from which, such property was acquired.

Explanations:

1) The construction of a house results in acquisition of immovable property and attracts the
provisions of his regulation. The purchase of movable property required for the construction of the house also attracts this regulation.

2) Transaction as members of a Hindu undivided joint family shall not require the Chairman’s prior permission. In such cases, transactions in immovable property shall be included in the annual property returns and those in movable property should be reported to the prescribed authority immediately after completion of the transaction or immediately after the employee comes to know of them.

If the employee is unable to give an idea of his share of such property, he may give details of the full property and the names of the members who share it.

Before starting construction of the house, the employee should report or seek permission, as the case may be, and after completion of the house, he should report to the prescribed authority further:

i) the details in the proforma prescribed (Annexure A) should be furnished whenever it is possible to do so. Where however, it is not possible to furnish these details, the employee concerned should mention the covered area on which the building is proposed to be erected and the estimated cost of the building.

ii) In cases where the expenditure to be incurred on repairs or minor construction work in respect of any immovable property belonging to an employee is estimated to exceed Rs. 1,000 sanction of the prescribed authority is necessary.

While reporting to the prescribed authority the employee shall indicate the source of finance with full details thereof.

17. Vindication of Acts and Character of Employees:

No employee shall, except with the previous sanction of the Chairman have recourse to any Court or the press for the vindication of any official act which has been a subject matter of adverse criticism or an attack of defamatory character.

Explanation:

Nothing in this regulation shall be deemed to prohibit an employee from vindicating character of any act done by him in his private capacity.

18. Canvassing of Non-official or other outside influence:

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests, in respect of matters pertaining to his service under the Board.

19. Restriction Regarding marriage:

1) No employee shall:
   a) enter into or contract a marriage with a person having a spouse living or,
   b) having a spouse living, entry into or contract a marriage with any person.

2) Every person who enters the Board’s service after the commencement of these regulations shall make before such entry a declaration as set out in Annexure-C to these regulations.
3) An employee who has married or marries a person other than of an Indian nationality shall forthwith intimate the fact to the Chairman.

20. Drinking:
Subject of the provisions of any law relating to intoxicating drinks or drugs for the time being in force in any area, no employee shall:

a) While on duty be under the influence of such drinks or drugs, to such an extent as to render him incapable of discharging his duty properly and efficiently or.

b) Appear in a public place in a state of intoxication, or

c) Habitually use such drinks or drugs in excess.

21. Restrictions in relation to Acquisition and Disposal of immovable property outside India and Transactions with Foreigners etc.

Notwithstanding anything contained in Regulation 16, an employee shall except with the previous sanction of the Chairman:

a) Acquired, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family any immovable property situated outside India.

b) Dispose of, by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family.

c) Enter into any transaction with any foreigner, foreign government, foreign Organisation or concern:
   i) For the acquisition, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family or any immovable property,
   ii) For the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

22. Repeal and Saving:
Any rules corresponding to these regulation in force immediately before the commencement of these regulation and application to the employee to whom these rules apply, are hereby repealed;

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

Provided further that such repeal shall not affect the previous operation of the rules so repealed and a contravention of any of the said rules shall be punishable as if it were a contravention of these regulations.

23. Interpretation:
If any question arises relating to the interpretation of these regulations, it shall be referred to the Chairman who shall decide the same.
ANNEXURE - A
(See Regulation-16)
[Form of report application (for permission) to the prescribed authority for the building of, or addition to, a house]

This is to report to you that I propose to build a house.
This is to request that permission may be granted to me for the building of a house.

The estimated cost of the land and the building is given below:

LAND:
1) Location (Survey numbers, Village, District, State)
2) Area
3) Cost

BUILDING:
1) Bricks (Rate/Quantity/Cost).
2) Cement (Rate/Quantity/Cost).
3) Iron & Steel (Rate/Quantity/Cost).
4) Timber (Rate/Quantity/Cost).
5) Sanitary Fittings (Cost).
6) Electrical fittings (Cost).
7) Any other special fittings (Cost).
8) Labour Charges.
9) Other charges, if any.

Total cost of land building.

Yours faithfully,

FORM II
(Form report of to the prescribed authority after completion of the building extension of house).

Sir,
In my letter No. ........................................ dated ............................... I had, permission was granted to me in Order ..................... reported that I proposed to build a house ............
.................................................. dated ..................... for building of house. The house has since been completed and I enclose a valuation report, duly certified by ........................... *
*(a firm of Civil Engineers or Civil Engineer or repute)

Yours faithfully.

Date       Signature
VERIFICATION REPORT

I/We hereby certify that I/We have valued house.................................constructed by Shri/Shrimati * ................................. and I/We give below the value at which we estimate the cost of the house under the following heading.

<table>
<thead>
<tr>
<th>HEADING</th>
<th>COST (Rs. P.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bricks.</td>
<td></td>
</tr>
<tr>
<td>2. Cement.</td>
<td></td>
</tr>
<tr>
<td>3. Timber.</td>
<td></td>
</tr>
<tr>
<td>4. Iron &amp; Steel.</td>
<td></td>
</tr>
<tr>
<td>5. Sanitary Fittings.</td>
<td></td>
</tr>
<tr>
<td>7. All other special Fittings.</td>
<td></td>
</tr>
<tr>
<td>9. All other Charges.</td>
<td></td>
</tr>
<tr>
<td>Total Cost of the Buildings</td>
<td>Rs.</td>
</tr>
</tbody>
</table>

Date : 
Signature of the Valuation Authority.
*(here enter details of the House)/* here enter name etc. of the employee.

ANNEXURE-B
(See Regulation 16)

Statements of Immovable property on first appointment for the year ............................................

1. Name of employee (in full) ..........................................................................................................................
2. Present Post held ..............................................................................................................................................
3. Present pay ......................................................................................................................................................

<table>
<thead>
<tr>
<th>Name of District, Sub-Divn., Tahasil &amp; Village in which property is situated.</th>
<th>Name &amp; details of property</th>
<th>Present. If not in own name, state in whose name held &amp; his/her relationship to the employee.</th>
<th>How acquired whether by purchase lease (**), mortgage, in heritance, gift, or otherwise with date of acquisition &amp; name with details of the persons from whom acquired.</th>
<th>Annual Income from the Property.</th>
<th>Remarks.</th>
</tr>
</thead>
</table>


Note: The declaration form is required to be filled and submitted by every member of Class I and Class II service under Sub-regulation (3) of regulation 16 of the Paradip Port Employee’s (Conduct) Regulations, 1988 on first appointment to the service and thereafter at the interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any other persons.

Signature:
Date:

* Incase where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated in applicable clause to be struck out.
* Includes short term also.

ANNEXURE-C

(Declaration)

1. Sri/Srimati/Kumari ..........................................................................................................

   declare as under:
   * i) That I am unmarried/a widower/a widow.
   * ii) That I am married have only wife living.
   * iii) That I am married and and have more than one wife living. Application for grant of exemption is enclosed.
   * iv) That I am married and that during the life time of my spouse I have contracted another marriage, Application for grant of exemption is enclosed.
   * v) That I am married and my husband has no other living wife, to the best of my knowledge.
   * vi) That I have contracted a marriage with a person who has already the wife or more living.