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New Mangalore Port Employees' (Conduct) Regulations, 1980

In exercise of the powers conferred by Section 126, read with Section 28, of the Major Port Trust Act, 1963 (38 of 1963), the Central Govt hereby makes the following regulations, namely:-

- (1) **Short Title commencement and Application:** - (1) These regulations may be called the New Mangalore Port Employees (Conduct) Regulations, 1980.
- (2) They shall come into force on the 1st day of April, 1980.
- (3) Except as otherwise provided by or under these regulations, they shall apply to all persons employed in connection with the affairs of the New Mangalore Port Trust:

Provided that nothing in sub-regulation (2) of regulation 3, regulation 9, regulation 12, sub-regulation (2) of regulation 13, regulation 14, sub-regulation (1), (2) and (3) of regulation 16, regulation 17 and regulation 18 shall apply to an employee drawing a pay not exceeding Rs. 500 per mensem and holding a Class III or Class IV post.

Provided further that nothing in the foregoing proviso shall apply to any employee who is mainly concerned with administrative managerial, Supervisory, security, or welfare functions.

2. Definitions: - In this regulation unless the context otherwise requires:

- (a) "Board" "Chairman" "Dy. Chairman" and "Head of Dept" shall have the meanings respectively assigned to them in the Major Port Trust Act 1963. (38 of 1963)
 - (b) "Employee" means an employee of the Board;
 - (c) "Government" means the Central Government"
 - (d) "Members of family" in relation to an employee includes:-
- (i) The wife or husband as the case may be, of the employee, whether residing with the employee or not but does not include a wife or husband, as the case may be, separated from the employee by a decree or order of a component court.

- (ii) Son or daughter or step-son or step-daughter of the employee wholly dependent on him but does not include a child or step who is no longer dependent in any way on the employee or custody the employee has been deprived of by or under any law:-
- (iii) Any other person related, whether by blood or marriage to employee or to the employee's wife or husband and wholly depend on the employee:
- (e) Prescribed authority' means the appointing authority as prescribed in the New Mangalore Port Employees (Classification control, and App Regulations 1980.

3. General: - (1) Every employee shall at all times maintain absolute integrity and devotion to duty and do nothing which is of unbecoming him as such employee.

(A) No employee shall-

- a) Act in manner prejudicial to the interests of the Port;
- b) Be absent without sanctioned leave;
- c) Neglect work or show negligence in the performance of work including slowing down of work;
- d) Commit any act which is subversive of discipline or of good behavior;
- e) Abet or attempt to abet any act which amounts to misconduct; and
- f) Act in insubordination or disobedience in combination with others.

B) - (i) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time under his control and authority.

- (ii) No employee shall in the performance of his Official duties, in the exercise of powers conferred on him; act otherwise than in best judgment except when he is acting under the direction of official superior.

- (iii) The direction of the official superior shall ordinarily be in writing.
Oral direction to subordinates shall be avoided, as far as possible.
Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.
- (iv) An employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

Explanation I - An employee who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of sub-clause (ii) of sub-regulation (1).

Explanation II - Nothing in clause (ii) of sub-regulation 1-B shall be construed as empowering an employee to evade his responsibilities by seeking instruction from, or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

- (2) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm, 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 a member of the family of such employee cannot await the prior permission of the Board or is otherwise considered urgent, the matter shall be reported by the employee to the Board and the employment may be accepted provisionally subject to the permission of the Board.

- (3) Every employee shall desist from dealing with a case relating to award of a contract or exercise of patronage in favour of a firm or company or any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such contract in any other manner.

312 (4) No employee shall bid at auctions arranged by or on behalf of the Board.

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

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

(7) 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) 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.

(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 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 involved contempt or courting 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.

5. Connection with Press or Radio:- (1) No employee shall except with the previous sanction of the board, 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 Board or any other authority empowered by it in this behalf or in the bonafide discharge of his duties, publish a book himself or through a publisher or contribute an article to a book or a compilation of article or participate in a radio broadcast or write 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 sanction shall be required if such publication broadcast or such contribution is of a purely literary artistic or scientific character.

6. Criticism of Board/Government: - No employee shall, in any radio broadcast or in any document publish 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 a recent policy or action of the Central Government, State Government, the Board of any other Major Port Trust;

Provided that nothing contained in this regulation shall in the case of an employee specified in the first proviso to sub-regulation (3) of regulation 1, apply to bona fide expression of views by him as an office bearer of a trade union of such employees for the purpose of safe-guarding the service conditions of such employees or for securing any improvement therein; or

(ii) Which is capable of embarrassing the relations between the Board, Govt., the Central Government, of any State or any other Major Port Trust; or

(iii) Which is capable of embarrassing the relations between the Central Govt. and the Government of any foreign State;

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

7. 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 Board give evidence in connection with an enquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under sub-regulation (1), no employee giving such evidence shall criticize the policy or action of the board or of any 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 any enquiry before an authority appointed by the Central or a State Government by parliament or by a State Legislature by the Board or by other Major Port Trust;

(b) Evidence given in any judicial enquiry; or

(c) Evidence given in any departmental enquiry ordered by authority 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 Department.

8. Unauthorised Communication of Information:-

No employee shall except in accordance with any general or special order of the Board or in the performance in good faith duties assigned to him communicate directly or indirectly any official document or any part thereof 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 applications 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 to which he is not authorised to have access or which he is ordinarily not expected to have seen or to have retained the action shall amount to unauthorised communication of information and shall be construed as involving contravention of this regulation.

9. Subscriptions:-

No employee shall except with the previous sanction of the Chairman ask for or accept contributions to or otherwise associate himself with the raising of any fund or other collections in pursuance of any object whatsoever.

Explanation:-

- (1) Mere 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 as a member of a service Union of employees from amongst other members of the Union-
 - (i) Is unobjectionable and does not require prior sanction if (a) the proceeds are proposed to be utilized for welfare activities of the Union.
 - (ii) On matter affecting the general interest of the member of the Union is in dispute and it is permissible under the rules of the Union to spend its funds over such matters.
 - (iii) Is objectionable if the proceeds are proposed to be utilized for the defence of an individual member of the Union against which departmental action is being taken on grounds which concern him in particular.
- (4) Approach to the public for collecting funds for the Union without the previous sanction of the board is objectionable.

10. Gifts:- (i) Save as otherwise provided in these rules , no employee shall accept or permit any member of his family or any 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 advance provided by any person other than a near relative or personal friend having no official dealings with the employee.

Note (i):- A casual meal, lift or other social hospitality shall not be deemed to be a gift.

Note (ii):- An employee shall avoid accepting lavish hospitality or hospitality from any individual having official dealings with him industrial or commercial firms, organization etc.,

(2) On occasions, such as weddings, anniversaries, funerals or functions ,when the making of a gift is in conformity with the religious or social practice , any employee may accept gift from relatives but he shall make a report to the Board , if the value such gift exceeds-

- (i) Rs. 500/- in the case of an employee holding any Class I or Class II Post
- (ii) Rs. 250/- in the case of an employee holding any Class III Post
- (iii) Rs. 100/- in the case of an employee holding any Class IV post.

(3) On such occasions as are specified in sub-regulation (2) , an employee may accept gifts from his personnel, friends having no dealings with him but he shall make a report the Board, if the value such gift exceeds-

- (i) Rs. 200/- in the case of an employee holding any Class I or Class II Post
- (ii) Rs. 100/- in case of an employee holding any class III post
- (iii) Rs. 50/- in the case of an employee holding any class IV post.

(4) In any other case an employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any gift without the sanction of the Board if the value whereof 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.

(5) Notwithstanding anything contained in sub-regulation (2) (3) and (4) an employee may receive gifts of symbolic nature from foreign dignitaries and may retain such gifts.

(6) Gifts from foreign dignitaries which are not of symbolic nature is retained by an employee if the market value of the gift in the country of origin does not exceed Rs. 3,000/-

(7) Where there is doubt whether a gift received from a foreign dignitary is of symbolic nature or not, or where the market value of the gift in the country of origin apparently exceeds Rs. 3,000/- or where there is any doubt about the actual market value of the gifts, the acceptance of such gifts and retention thereof, by the employee shall be regulated by the instructions issued by the Government in this regard from time to time.

(8) An employee shall not accept any gift from any foreign firm which is either contracting with the Port Trust or is one with which the Port Trust had, has, or is likely to have, official dealings. Acceptance of gifts by an employee from any other foreign firm shall be subject to the provisions of sub-regulation (4).

11 Dowry:- 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 bride or bridegroom as the case may be any dowry.

Explanation: - For the purposes of this regulation "dowry" has the same meaning as in the Dowry Prohibition Act 1961 (28 of 1961)

12. Public Demonstration in honour of employees:- No employee shall except with the previous sanction of the board, receive 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 employee.

Provided that nothing in this regulation shall apply to-

- (i). A farewell entertainment of 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.

Explanation: Acceptance of invitation to declare buildings, etc., open or to lay the foundation stone of new buildings, or to allow public places, institutions to be named after him attract the provision of this regulation.

318

Note: Exercise of pressure or influence of any sort on any employee to inc him to subscribe towards any fare well entertainment if it is of a substanti private or informal character and the collection of subscriptions from clas and IV employees under any circumstances for the entertainment of employee not belonging to Class III or IV is forbidden.

13. Private Trade or employment:-

- (1) Subject to the provisions of sub regulation (2) no employee shall, ex with the previous sanction of the Board-
 - (a) Engage directly or indirectly in any trade or business, or
 - (b) Negotiate for or undertake, any other employment or
 - (c) Hold an elective office, or canvass for a candidate or candidates fo elective office in any body, whether incorporated or not, or
 - (d) Canvass in support of any business of insurance agency, commis agency etc., owned and managed by any member of his family or
 - (e) Take part except in the discharge of his official duties in the registrat promotion or management of any bank or company registered or requir be registered under the companies Act 1956 (1 of 1956) or any other law he time being in force or of any co-operative society for commercial pu
- (2) An employee may, without the previous sanction of the Board-
 - (a) Undertake honorary work of a social or charitable nature, or
 - (b) Undertake occasional work of a literary artistic or scientific chara
 - (c) Participate in sports activities as an amateur or
 - (d) Take part in the registration, promotion or management involving the holding of an elective office) of a literary, scientif charitable society or of a club or similar organization , the aim objectives of which relate to promotion of sports, cultura recreational activities, registered under the Societies Registration 1860 (21 of 1860), or any law for the time being in force,

Or

- (e) Take part in the registration, promotion or management involving the holding of elective office) of a cooperative so substantially for the benefit of employee, registered under the cooperative Societies Act, 1912 (2 of 1912) or any other law for the being in force.

Provided that-

- (1) He shall discontinue taking part in such activities. If so directed by the Board; and
- (2) In a case falling under sub-clause (d) or sub clause (e) of this sub-regulation his official duties shall not suffer thereby and he shall, within a period of one month of his taking part in such activity, report to the Board giving details of the nature of his participation.
- (3) Every employee shall report to the Board if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (4) Unless otherwise provided by general or special orders of the Board/Government, no employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the prescribed authority.

Explanation - The term "fee" used here shall have the meaning assigned to it in Fundamental Rule 9 (6-A).

14. Investments, lending and borrowing -

- (1) No employee shall speculate in any stock, shares, or other investments.

Explanation - Frequent purchase or sale or both of shares securities or other investments shall be deemed to be speculation within the meaning of this regulation.

- (2) No employee shall make or permit any member of his family or any person acting on his behalf to make any investment likely to embarrass or influence him in the discharge of his official duties.
- (3) If any question arises whether a security or investments is of the nature referred to in sub-regulation (1) or sub-regulation (2), the decision of the Board thereon shall be final.
- (4) No employee shall, except with the previous sanction of the Board lend money-
 - (i) To any person possessing land or valuable property within the local limits of his authority; or
 - (ii) At interest to any person;

Provided that, an employee may make an advance of p
rivate servant or give a loan or small amount free of intere
personal friend or relative , even if such person possess land wit
local limits of his authority.

(5) No employee shall save in the ordinary course of business with
or firm of standing lend or borrow or deposit money as a principle
agent under pecuniary obligation to any person within the local
his authority or any other person with whom he is likely to have d
nor shall permit any member of his family, except with the p
sanction of the Board, to enter into any such transaction:

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

(6) When an employee is appointed or transferred to a post of
nature as to involve him in the breach of any of the provisions
regulation (4) or sub-regulation (5) he shall forthwith rep
circumstances to the Board and shall thereafter act in accordan
such order as may be passed by the prescribed authority.

15. Insolvency and habitual indebtedness:-

(1) An employee shall so manage his private affairs as to avoid i
indebtedness or insolvency. An employee against whom ar
proceeding is instituted for the recovery of any debt due from
adjudging him as an insolvent shall forthwith report full facts
Board.

(2) When an attachment order is to be enforced against an emplo
Chairman, or Deputy Chairman should-

- (i) Determine whether the employee's financial position has re
stage at which confidence in him must be diminished and , i
- (ii) Consider the question of taking disciplinary action against l

Note:- The burden of proving that the insolvency or indebtedness
result of circumstances which ,with the exercise of ordinary diligent
employee could not have foreseen, or over which he had no control, a
proceeded from extravagant or dissipated habits, shall be upon the e

338

16. Movable, Immovable, and Valuable 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 other member of his family:

Provided that - the previous sanction of the prescribed authority shall be obtained by the employee if any such transaction is with a person having official dealings with him.

(2) Where an employee enters into a transaction in respect of movable property either in his own name or in the name of any other member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds Rs. 10,000/- in the case of Class I and Class II post or Rs. 5,000/- in the case of an employee holding any Class III or class IV Post.

Provided that the previous sanction of the prescribed authority shall be obtained by the employee if any such transaction is with a person having official dealings with him.

Explanation: For the purpose of this sub-regulation, the expression "Movable Property" includes, inter-alia, the following property, namely:-

- (a) Jewellery, Insurance Policies the annual premia of which exceeds Rs. 2,000 or one sixth of the total annual emoluments received from Government, whichever is less, shares, securities and debentures;
 - (b) Loans advanced or taken by such employee, whether secured or not;
 - (c) Motor cars, motor cycles or any other means of conveyance; and
 - (d) Refrigerators, radios, radiograms, and Television sets;
- (e) Every employee shall, on his admission in the service of the board, submit a return as in Annexure 'B' of all immovable property owned, acquired or inherited 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;

Provided that every Class I and Class II employee shall submit an annual return in the prescribed form as in Annexure B' during the month of January every year.

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

Explanation:-

- (a) The construction of the house results in acquisition of immovable property and attracts the provisions of this regulation. Every employee shall report or seek the permission of the Board as the case may be, commencing the construction of or addition to any building as in Form I and also shall furnish a report to the Board after completion of the construction of or addition to any building as in Form II appended hereto. The purchase of movable property required for the construction of the house attracts this regulation.
- (b) Transactions as members of a Hindu undivided joint family shall require the prior permission of the prescribed authority. In such transactions in immovable property should be included in the property returns and these immovable properties should be reported to the prescribed authority immediately after completion of the transaction. The employee shall furnish a report to the prescribed authority 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 furnish details of the full property and the names of the members who share it.
- (5) Notwithstanding anything contained in these regulations, no employee shall, except with the previous sanction of the prescribed authority,

- (a) Acquire 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 off 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 organization, or concern for the acquisition or disposal of any immovable property as mentioned above in his own name or in the name of any member of his family.

17. Vindication of acts and character of employee:- No employee shall, except with the previous sanction of the Board, have recourse to any Court or 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 his private character or any act done by him in his private capacity and where any action vindicating his private character is taken or any act in his private capacity is done by him, the employee shall submit a report to the Board regarding such action.

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 interest in respect of matters pertaining to his service under the Board.

19. Bigamous marriages:-

(I) No employee-

- (a) Shall enter into or contract a marriage with a person having a spouse living, or
- (b) Having a spouse living shall enter into or contract a marriage with any person.

Provided that the Board may, if satisfied that such marriage is permissible under the personal law applicable to such person or other party to the marriage and that there are other grounds for so exempt any person from the operation of this regulation.

(2) Every person who enters in to the Board's service after the commencement of these regulations shall make before such entry declaration in Annexure 'A'.

(3) An employee who has married or marries a person other than Indian nationality shall forthwith intimate the fact to the Board.

20. Consumption of intoxicating drinks and drugs:-

An employee shall-

- (a) Strictly abide by any law relating to intoxicating drinks or in force in any area in which he may happen to be for his being;
- (b) Not be under the influence of any intoxicating drink during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such intoxicating drink or drug.
- (c) Not consume any intoxicating drink or drug in public place.
- (d) Not appear in a public place in a state of intoxication.
- (e) Not use intoxicating drinks or drugs to excess.

Explanation:- For the purpose of this Regulation, Public place means any premises (including a conveyance) to which the public have or are likely to have access whether on payment or otherwise.

21. Sexual harassment on female employees:- No male employee directly or indirectly involve or cause to involve in any act of sexual harassment on female employee of the Board.

Explanation:- For this purpose sexual harassment includes such sexually determined behavior (whether directly or by implication) as

(a) Physical contact or ~~and~~ advances;

(b) A demand or request for sexual favours;

(c) Sexually colored remarks;

(d) Showing pornography.

328

(e) Any other un-welcome physical, verbal, or non-verbal conduct of
Sexual nature
sexual nature.

22. Interpretation: - If any question arises relating to the interpretation of these regulations, it shall be referred to the Central Government who shall decide the question accordingly.

23. Delegation of powers: - The Board may, by general or special order, direct that any power exercisable by it or any prescribed authority under these regulations (except the powers under regulation 21 of this regulations) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

Note:-

Principal regulation published in Gazette of India with GSR No. 147 (E) dated 27.3.1980 and with subsequent amendments in:

- (i) G.S.R. No. 678 (E) dated 27.7.1987
- (ii) G.S.R. No. 1186 (E) dated 19.12.1988
- (iii) Notification No. PR/1206/14/91-P.E dated 11.6.1991 of M.O.S.T.
- (iv) G.S.R. No. 769 (E) dated 29.9.2000.

FORM I(See sub-regulation (4) of regulation 16)

(Form of report/application (for permission), to the prescribed authority for permission to build 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 and Building:

Yours faithfully,

Date:

Signature

FORM II

(See Sub-regulation (4) of regulation 16)

(Form of report to the prescribed authority after completion of the building/extension of a house)

Sir,

In my letter..... Dated..... I had reported that I proposed to build a house and permission was granted to me in order No..... dated..... for the building of house. The house has since been completed and I enclose a Valuation Report, duly certified by.....

(A form of Civil Engineers or a civil Engineer of repute)

Yours faithfully,

Signature

Date:

VALUATION REPORT

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

Heading	Cost
	Rs.
1. Bricks	
2. Cement	
3. Iron and Steel	
4. Timber	
5. Sanitary fittings	
6. Electrical fittings	
7. All other special fittings	
8. Labour charges	
9. All other charges	
Total Cost of Building	

Date:

Signature of the Valuation Authority

*(Here enter details of the house)

@ (Here enter name etc., of the employee)

ANNEXURE 'B'

(See proviso to sub-regulation (3) of section 16)

Statement of immovable Property on first^{*} appointment / for the year.....

1. Name of the employee (in full.....

2. Present post Held.....

Name of District, Sub-division, Taluk & village in which property is situated	Name and details of Property	*Present Value	If not in own name, state in whose name held and his/her relationship to the employee	quired whether by purchase, lease @ mortgage, inheritance, gift or otherwise date of acquisition & name with details of persons from whom acquired.	Annual income from the Property Rs.....
1	2	3	4	5	6

Date:

Signature

*Inapplicable clause to be struck out.

*In case where it is not possible to assess the value accurately, the approximate value in re to present conditions may be indicated.

@Includes short term lease also.

ANNEXURE 'A'

(See sub-regulation (2) of regulation-9)

DECLARATION

I, Shri/Shrimati/Kumari..... declare as under:-

- That I am unmarried/a widower/a widow.
- That I am married and have only one wife living
- That I am married and have more than one wife living. Application for grant of exemption is enclosed.
- 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.
- That I am married and my husband has no other living wife, to the best of my knowledge.
- That I have contracted a marriage with a person who has already one wife or more living. Application for grant of exemption is enclosed.

Q2. I solemnly affirm that the above declaration is true and I understood that in the event of the declaration being found to be incorrect after my application, I shall be liable to be dismissed from service.

Date:

Signature

Please delete clause not applicable.

Applicable in the case of clauses (i), (ii) and (iii) ONLY

Application for grant of Exemption

Vide para 1 (iii), (iv), (vi) of the Declaration)