

V.P.E. (CONDUCT) REGULATIONS, 1964

G.S.R. 323: In exercise of the powers conferred by Section-126 read with Section 28, of the Major Port Trusts Act, 1963 (38 of 1963) the Central Government hereby makes the following Regulations, namely:

1. SHORT TITLE AND APPLICATION: (1) These regulations may be called the Visakhapatnam Port Employees (Conduct) Regulations, 1964.

2. They shall come into force on the 29th February, 1964.

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

“Provided that nothing in Sub-Regulation (3) of Regulation 3, Sub-Regulations (2) and (3) of Regulation 4, Regulation 9, 11, Sub-regulation (3) of Regulation 12, Regulation 13, Sub-Regulation (1), (2) and (3) of Regulations 15, Regulations 16, 17 and 18 shall apply to an employee drawing a pay not exceeding Rs.1679/- per mensem and holding a Class-III or Class-IV post.

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 Trusts Act, 1963 (38 of 1963);
- b. “Government” means the Central Government;
- c. “Employee” means an employee of the Board”
- d. “Member of the family” in relation to an employee includes;
 - i. the wife, child or step child of such employee whether residing with him or not, and in relation to an employee who is a woman, the husband residing with her and dependent on her; and
 - ii. any other person related, whether by blood or by marriage, to the employee or to such employees wife or husband and wholly dependent on such employee but does not include a wife or husband legally separated from the employee, or child or step-child who is no longer, in any way, dependent upon him or her or of whose custody the employee has been deprived of law;

- e. "Prescribed authority" means the appointing authority as prescribed in the Visakhapatnam Port Employees (Classification, Control and Appeal) Regulations, 1964.

3. GENERAL:

1. Every employee shall, at all times, maintain absolute integrity and devotion to duty:
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.
3. No employee holding a Class-I post shall except with the previous sanction of the Board, 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 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.

- (a) (1) 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 being under his control and authority.
- (2) No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment 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 of the direction as soon thereafter as possible.

EXPLANATION: Nothing in Sub-regulation (2) above shall be construed as empowering an employee to evade his responsibilities 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.

- (3) Oral instructions 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.

No employee shall:

- (3-A) (a) Act in a manner prejudicial to the interest of the Port.
- (b) Be absent without sanctioned leave.
- (c) Neglect work or show negligence in the performance of work including slowing down the work.
- (d) Commit any act which is subversive of discipline or of good behaviour.
- (e) Abet or attempt the abet any act which amounts to misconduct.
- (f) Act in in-subordination or dis-obedience in combination with others".
- (4) 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.
- (5) No employee should bid at auctions arranged by or on behalf of the Board.
- (6) Participation by an employee in proselytising activities or the direct or indirect use of his position and influence in such activities is objectionable.
- (7) Every employee is expected to maintain a reasonable and decent standard of conduct in his private life and not bring dis-credit to his employer by his mis-demeanour. 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 the spouse and family, action may be taken against him on that score.
- (8) Any employee who is convicted by a court of law or arrested should report the fact of his conviction or arrest his departmental superiors promptly. Failure to do this will render him liable to disciplinary action.

4. "Taking part in politics and Elections:-

- (1) (1) No employee shall take part in an election to any legislature of 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 no indication of the manner in which is 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 for the time being in force.
- (2) No employee shall engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign state, public order, decency or morality of 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.

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 news paper 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 participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical; or publish a book himself or through a Publisher, or contribute an article to a book or compilation of articles.

Provided that no such sanction shall be required if such 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 published anonymously or in his own name or pseudonymously 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 or any other Major Port Trust.

Provided that in the case of any employee specified in the proviso to Sub-Regulation (2) of Regulation 1, nothing contained in this 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 conditions of such employees or for securing any improvement therein; or

- ii. which is capable of embarrassing the relations between the Board, 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 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 any 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 any action of the Board or 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 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 enquiry 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.

8. UN-AUTHORISED 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 of the duties assigned to him, communicate directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such documents or information.

EXPLANATION: If any 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 will be construed as not only improper but also as involving contravention of this regulation.

9. SUBSCRIPTIONS: No employee shall, except with the previous sanction of the Board or of such authority as may be empowered by it in this behalf, ask for or accept contributions to, or otherwise associate himself with the raising of any fund or other collections in cash or in kind 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 any member of a service union of employees from amongst other members of the union -

- i. is un-objectionable and does not require prior sanction if

- (a) the proceeds are proposed to be utilized for welfare activities of the union;
 - (b) where a matter affected the general interest 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. is objectionable if the proceeds are proposed to be utilised for the defence of an individual member of the union against whom 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: (1) Save as otherwise provided in these regulations, no employee shall accept permit any member of his family or (any other person nothing on his behalf) to accept any gifts.

EXPLANATION: The expression 'GIFT' shall include free transport, boarding, lodging or other service or any other pecuniary advantage 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, lift 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, organizations etc.

- (2) On occasions, such as weddings, anniversaries, funerals 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 Board 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.250/- in the case of an employee holding any Class-III post; and
 - iii. Rs.10/- 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 personal friends having no official dealings with him, but he shall make a report to the Board, 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.
- (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 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.
- (5) Notwithstanding anything contained in Sub-Regulations (2), (3) and (4) an employee may receive gifts of symbolic nature from foreign dignitaries and retain such gifts.
- (6) Gifts from foreign dignitaries which are not of symbolic nature may be 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 Central 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 Government of India or is one with which the employee 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. Public Demonstrations 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 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 in expensive entertainments arranged by public bodies or institutions.

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

NOTE: Exercise of pressure or influence of any sort on any employee to induce him to subscribe toward any farewell entertainment if it is of a substantially private or informal character and the collection of subscriptions from Class-III or Class-IV employees under any circumstances for the entertainment of any employee not belonging to Class-III or Class-IV, is for-bidden.

12. PRIVATE TRADE OR EMPLOYMENT:

- 1. Subject to the provisions of Sub-Regulation (2), no employee shall, except 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
 - c) held an elective office or canvass for a candidate or candidate for an elective office in anybody whether incorporated or not, or.
 - d) Canvass in support of any business of insurance agency, commission agency etc., owned or managed by any member of his family, or
 - e) take part except in the discharge of his official duties, in the registration, promotion or management of any bank or other company registered or required to be registered, under the

Companies Act, 1956 (1 of 1956) or any other law for the time being in force, or of any Co-operative Society for Commercial purposes.

2. An employee may, without the previous sanction of the Board:
 - a) undertake honourary work of a social or charitable nature, or
 - b) undertake occasional work of a literary, artistic or scientific character, or
 - c) participate in sports activities as an amateur, or
 - d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society or of a club or similar organization, the aims or objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860 (21 of 1860) or any other law for the time being in force, or
 - e) take part in the registration, promotion or management (not involving the holding of elective office) of a Co-operative Society substantially for the benefit of employees, registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force.

Provided that –

- i) he shall discontinue taking part in such activities, if so directed by the Board; and
 - ii) in a case falling under Clause (d) or Clause (3) 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 of owns or manages an insurance agency or commission agency.
4. Unless otherwise provided by general or special orders of the Board, 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.

13. Investment, Lending and Borrowing: (1) No employee shall speculate in any stock, share or other investment.

EXPLANATION: Frequent purchase or sale or both, if shares, securities or other investments shall be deemed to be speculation within the meaning of this Sub-Regulation.

- 2) No employee shall make or remit his wife or any member of his family to make, any investment 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) 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 to any person possessing land or valuable property, 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 a 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 Board, 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 Board and shall thereafter act in accordance with such orders as may be passed by the Board.

14. 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

proceedings for insolvency shall forthwith report full facts to the Board.

- (2) When an attachment order is to be enforced against an employee, the Chairman or Dy. Chairman should:-
- 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.

NOTE: The burden of providing that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence the employee could not have foreseen, or ever which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

15. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:

- (i) Every employee shall on his first appointment to any post submit a return of his assets and liabilities, in such form as may be prescribed by the Board giving the full particulars regarding-
 - a) the immovable property inherited by him, or owned or acquired by him or held 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;
 - b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;
 - c) other movable property inherited by him or similarly owned, acquired or held by him; and
 - d) debits and other liabilities incurred by him directly or indirectly.

NOTE:1 Sub-Regulation (1) shall not ordinarily apply to Class-IV servants but the Board may direct that it shall apply to any such employee or class of such employees.

NOTE:2 In all returns, the values of items of movable property worth less than (Rs.2,000/-) may be added and shown as a lumpsum. The value of articles of daily use such as clothes, utensils, crockery, books etc., need not be included in such return.

NOTE:3 Where an employee already belonging to holding a post is appointed to any other post, he shall not be required to submit fresh return under this clause.

(ii) Every employee holding any post included in Class-I & Class-II shall submit an annual return in such form as may be prescribed by the Board in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held 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.

(2) 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 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.

(3) Where an employee enters into a transaction in respect of movable property either in his own name or in the name of the 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 an employee holding any Class-I or Class-II post and R.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.

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

EXPLANATION: I For the purposes of this regulation – the expression “movable property” includes –

- a) Jewellery, insurance policies, the annual premium of which exceeds Rs.2,000/- or one sixth of the total annual emoluments received from Board, whichever is less, shares, securities and debentures;
- b) all loans, whether secured or not, advanced or taken by the employee;
- c) Motor cars, motor cycles, horses or any other means of conveyance; and
- d) refrigerators, radios (radiograms and television sets).

EXPLANATION: II For the purposes of this Regulation “Lease” means, except where it is obtained from, or granted to, a person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

15A. RESTRICTIONS IN RELATION TO ACQUISITION AND DISPOSAL OF IMMOVABLE PROPERTY OUTSIDE INDIA AND TRANSACTIONS WITH FOREIGNERS ETC.

Notwithstanding anything contained in Sub-Regulation (2) of Regulation 15, no employee shall except with the previous sanction of the prescribed authority:-

- a) acquire by purchase, mortgages, 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 required or is held by him either in his own name or in the name of any member of his family.

16. Vindication of Acts and character of employees:-

No employee shall, except with the previous sanction of the Board, 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 his private character or any act done by him in his private capacity.

17. 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.

18. (1) No employee shall enter into, or contract, a marriage with a person having a spouse living, and

(2) No employee having a spouse living, shall enter into, or contract, a marriage with any person;

Provided that the Board may permit an employee to enter into or contract, any such marriage as is referred to in Clause (1) or Clause (2) if it is satisfied that –

a) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and

b) there are other grounds for so doing;

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

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

a) during the course of his duty be under the influence of any intoxicating drink or drug 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 drink or drug;

b) consume any intoxicating drink or drug in a public place; or

- c) appear in a public place in a state of intoxication or
- d) habitually use such drinks or drugs to excess.

EXPLANATION: For the purposes of this Regulation, "Public place" means any place or premises (including a conveyance) to which the public have or are permitted to have access, whether on payment or otherwise.

20. Interpretation: If any question arises relating to interpretation of these regulations, it shall be referred to the Chairman who shall decide the same (w.e.f. 14.9.89).

F O R M - I

(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 and 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

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

Sir,

In my letter No. _____ Dt. _____

I had, permission was granted to me in order _____
reported that I proposed to build a house _____

_____ Dt. _____

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 a Civil Engineer of repute).

Yours faithfully,

Date:

(SIGNATURE)

VALUATION REPORT

I/We hereby certify that I/We have valued house _____

_____ constructed
by Shri/Smt.* _____ and I/We
give below the value at which we estimate the cost of the house under
the following heading:

	<u>Heading</u>	<u>Cost</u>	
		Rs.	Ps.
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 the building: _____

Signature of the Valuation Authority

Date:

(here enter details of the house)

(here enter name etc., of the employee)

ANNEXURE – 'A'

(Here enter description of the proceedings)

The Board having been pleased to undertake my defence in the above proceedings, I hereby agree to render such assistance to the Board as may be required for my defence and further agree that I shall not hold the Board in any way responsible if the proceedings end in a decision adverse to me.

(SIGNATURE OF THE EMPLOYEE)

ANNEXURE – 'B'

By this Bond I _____ (here give the name and other particulars of the employee including the post held by him) acknowledge myself bound to the Board in the sum of Rs. _____ (hereafter a sum representing double the amount advance) to the said Board.

Now, the above written bond is conditioned to be void in case the above bounden (employee), his personal representative or any person acting for and on behalf of the above bounden (employee) shall on demand, pay to the said Board or its representatives or assigns or their attorney authorized to receive the same, the said sum of Rs. _____ but in the event of the above bounden (employee) on his personal representative or any person acting for and on his behalf failing to pay the said sum on demand, the above written bond shall remain in full force and effect.

Date this the _____ day of _____ 19

Witnesses:

Signature of the employee

ANNEXURE – 'C'

I, Sri/Smt.Kum. _____
declare as under:

- * (i) That I am unmarried/a widower/a widow
- * (ii) That I am married and have only one wife living.
- * (iii) That I am married 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 one wife or more living.

Application for grant of exemption is enclosed.

** 2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be in correct after my application, I shall be liable to be dismissed from service.

* Please delete clauses not applicable.

** Applicable in the case of Clauses (i), (ii) and (iii) only

APPLICATION FOR GRANT OF EXEMPTION

(Vide para 1 (iii)/i (iv) of the declaration)

To _____

The _____

Sir,

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction on the recruitment to service of a person having more than one wife living/woman who is married to a person already having one wife or more living.

Yours faithfully

Date _____

Signature _____

ANNEXURE – 'D'

Statements of Immovable property on first appointment for the year_____

1. Name of Employee (in full): _____

2. Present post held _____

3. Present pay _____

Name of District, Sub-Division, Taluq and Village in which property is situated	Name and detail of property		Present Value*	If not in own name, state in whose name held and his/her relationship to the employee **	How acquired whether by purchase lease (**) mortgage, in heritage, gift or otherwise with date of acquisition and name with details of the person from whom acquired	Annual income from the property	R E M A R K S
	House and other buildings	Lands					
1.	2.	3.	4.	5.	6.	7.	8.

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 15 of the Visakhapatnam Port Trust services (Conduct) Regulations, 1964, on first appointment to the services, 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 member of his family or in the name of any other person



Signature _____

Date: _____

** In applicable clause to be struck out

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

** Includes short term lease also.

Forms for giving prior intimation or seeking previous sanction under Reg.15 (2) in respect of immovable property (other than for building of or additions and alterations to a house).

1. Name and Designation :
2. Scale of pay and present pay :
3. Purpose of application – sanction for transaction/prior intimation of transaction :
4. Whether property is being acquired or disposed of :
5. Probable date of acquisition/disposal of property :
6. Mode of acquisition/disposal :
7.
 - a) Full details about location, viz., MunicipalNo., Street/Village/Mandal/ District and State in which situated :
 - b) Description of the property in the case of cultivable land, dry or irrigated land:
 - c) Whether freehold or lease hold :
 - d) Whether the applicant's interest in the property is in full or part (in case of partial interest, the extent of such interest must be indicated) :
 - e) In case the transaction is not exclusively in the name of the employee particulars of ownership and share of each member :
8. Sale/Purchase price of the property (Market value in the case of gifts) :
9. In case of acquisition, source or sources from which financed/proposed to be financed :
 - a) Personal savings
 - b) Other sources giving details
10. In the case of disposal of property, was requisite sanction/intimation obtained/ given for its acquisition (A copy of the sanction/ acknowledgement should be attached)

11. a) Name and address of the party with whom transaction is proposed to be made :
- b) Is the party related to the applicant? If so, state the relationship :
- c) Did the applicant have any dealing with the party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future? :
- d) How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given) :
12. In case of acquisition by gift, whether sanction is also required under Regulation 10 of the VPE (Conduct) Regulations, 1964. :
13. Any other relevant fact which the applicant may like to mention :

DECLARATION

I, _____ hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in item 11 above.

OR

I, _____ hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station :

Signature :

Date :

Designation :

NOTE - 1 : In the above form, different portions may be used according to requirement.

NOTE - 2 : Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

F O R M S

Form for giving intimation or seeking previous sanction under Reg. 15 (3) for transaction in respect of movable property.

1. Name of the employee :
2. Scale of pay and present pay :
3. Purpose of application – sanction for transaction/intimation for transaction :
4. Whether property is being acquired or disposed of :
5. (a) Probable date of acquisition or disposal of property :
(b) If the property is already acquired/ disposed of – Actual date of transaction :
6. (a) Description of the property (e.g., Car/ Scooter/Motor Cycle/ Refrigerator/ Radio/Radiogram/ Jewellery/Loans/ Insurance Policies etc.) :
(b) Make model (and also Registration No. in case of vehicles), where necessary :
7. Mode of acquisition/disposal (Purchase/ sale, gift, Mortgage, lease or otherwise) :
8. Sale/Purchase price of the property (Market value in the case of gifts) :
9. In case of acquisition, source or sources from which financed/proposed to be financed :
(a) Personal savings
(b) Other sources giving details
10. In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition (a copy of the sanction/acknowledgement should be attached) :
11. a) Name and address of the party with whom transaction is proposed to be made/has been made :

- b) Is the party related to the applicant?
If so, state the relationship :
 - c) Did the applicant have any dealing
with the party in his official capacity
at any time, or is the applicant
likely to have any dealings with
him in the near future? :
 - d) Nature of official dealings with
the party :
 - e) How was the transaction arranged?
(Whether through any statutory
body or a private agency through
advertisement or through friends and
relatives.Full particulars to be given) :
12. In case of acquisition by gift, whether
sanction is also required under
Regulation 10 of the VPE (Conduct)
Regulations, 1964. :
13. Any other relevant fact which the applicant
may like to mention :

DECLARATION

I, _____ hereby
declare that the particulars given above are true. I request that I may
be given permission to acquire/dispose of property as described above
from/to the party whose name is mentioned in item 11 above.

OR

I, _____ hereby
intimate the proposed acquisition/disposal of property by me as detailed
above. I declare that the particulars given above are true.

Station : Signature :

Date : Designation :

NOTE - 1 : In the above form, different portions may be used according
to requirement.

NOTE - 2 : Where previous sanction is asked for, the application
should be submitted at least 30 days before the proposed
date of the transaction.

NOTE : The Visakhapatnam Port Employees' (Conduct) Regulations, 1964 were issued by the Government vide G.S.R.No.323, dt.24.02.1964. The Regulations were subsequently amended vide Notifications mentioned below:

- 1) Notification No.PEV-50/76, dt. 06.08.1976
- 2) Notification No.PEV-22/77, dt. 17.06.1977
- 3) Notification No.PEV-9/77, dt. 23.06.1977
- 4) Notification No.PEV-30/79, dt. 22.5.1979
- 5) Notification No.PW/PEV-38/80, dt. 24.1.1981
- 6) Notification No.PR-12013/6/88-PE.I., dt. 14.9.1989