

DREDGING CORPORATION OF INDIA LIMITED
VISAKHAPATNAM

CIRCULAR

DCI/VIG/3/11/2019/435

Date: 23.12.2019

Sub: Submission of Annual Property Statement>Returns on Assets and Liabilities

All the Heads of Departments /Project Offices may bring the contents of this Circular to the notice of all officers and staff (from Superintendent cadre & above) working under their control and ensure that the Annual Property Returns as per the following:

| S.No. | Property Return as on | Last date of Submission |
|-------|-------------------------------|-------------------------|
| 1. | 1 st January, 2018 | 31.12.2019 |
| 2. | 1 st January, 2019 | 31.12.2019 |
| 3. | 1 st January, 2020 | 31.01.2020 |

2. It may noted that in respect of officers and staff (from Superintendent cadre & above), issue of vigilance clearance is subject to the submission of Annual Property Return by the officers/staff in time.

3. The format of filling up Annual Property Returns is enclosed.


J. Pradeep Kumar, IRSME
Chief Vigilance Officer

Encl: As above

All Heads of Departments
All Project Heads
Resident Manager, Regd. Office, New Delhi

Copy to:

MD }
CGM } For information

**DREDGING CORPORATION OF INDIA LIMITED
VISAKHAPATNAM**

FORM NO. 1

**STATEMENT SHOWING DETAILS OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT / ON 1st JANUARY _____
(eg. Lands, House, Shops, other Buildings, etc.)**

Name, Badge No. & Designation : _____ Residential address _____

Present Basic Pay : _____ with Telephone No. _____

Date of joining : _____ if any. _____

Office / Department : _____

(PLEASE READ THE INSTRUCTIONS OVER LEAF, BEFORE FILLING)

| S.No. | Details/Description of property and its location (see notes 1&5 overleaf) House/Building/Land No. | If not in own name, state in whose name held and his/her relationship, if any to the employee. | How and when acquired (see notes 2 & 6 overleaf) | Value of the property (see note 3 overleaf) | Total annual income from the property | Remarks |
|-------|--|--|--|---|---------------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

(please see overleaf)

:2:

- Note 1 : If the property is not wholly owned, the extent of share may also be indicated.
- Note 2 : For the purpose of Col. 4, the term 'lease' would mean a lease of immovable property from year to year or for any term exceeding one year of reserve yearly rent. When, however, the lease of immovable property is obtained from a person having official dealings with the employee, such a lease should in this column irrespective of the term of the lease whether it is short term or long term, and the periodicity of the payment of rent.
- Note 3 : In Col. 5 should be shown:
(a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition
(b) Where it has been acquired by lease the total annual rent thereof also and
(c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.
- Note 4 : The annual return in respect of immovable property may also be submitted in this form as on 1st January.
- Note 5 : Name of District, Division, Taluka & Village in which the property is situated and also its distinctive number etc., will be given in Col.2.
- Note 6 : Whether by purchase, mortgage, lease, inheritance, gift or otherwise & name with details of person / persons from whom acquired address and connection, if any with the person / persons concerned are also to be given in Column.

Signature _____ Date _____

**DREDGING CORPORATION OF INDIA LIMITED
VISAKHAPATNAM**

FORM NO. 2

STATEMENT OF ASSETS & LIABILITIES

DETAILED STATEMENT IN RESPECT OF SHARES / DEBENTURES PURCHASED UNDER PROMOTERS'/EMPLOYEES QUOTA AS ON 1ST JANUARY OF EACH CALENDAR YEAR IN OFFICER'S OWN NAME AND ALSO THOSE HELD IN THE NAMES OF SPOUSE AND DEPENDENT CHILDREN.

Name, Badge No. & Designation : _____ Date of Joining _____

Office / Department : _____ Present Basic Pay Rs. _____

P.F. Index No. : _____

| S.No. | Name of the Company | No. of shares | Face Value | Cost of acquisition | Whether promoters'/Employees quota | How acquired | Position held at the time of acquisition and if the company had any borrowing or other facilities at that time. |
|-------|---------------------|---------------|------------|---------------------|------------------------------------|--------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

A. Self

B. Spouse and Dependent Children

2. Any additions / deletions to this statement as on 1st January _____ and the profit / loss incurred by me are given below.

Place :

Date:

Signature: _____

**DREDGING CORPORATION OF INDIA LIMITED
VISAKHAPATNAM**

ANNEXURE

(To be submitted along with the Assets & Liabilities Statement as on 1st January of every year)

Form for giving information where total transactions in shares, securities, debentures and investment in mutual fund schemes, etc. exceed Rs. 25,000/- during the calendar year as on 1st January _____.

1. Name and designation :

2. i) Scale of pay and present pay :

ii) P.F. Index No. :

3. Details of each transaction made in :
shares, securities, debentures,
mutual fund schemes, etc. during
the calendar year.

4. Particulars of the party/firm with :
whom transaction is made.

(a) Is party related to you ?

(b) Did you have dealings with the
party in your official capacity
at any time or is the applicant
likely to have any dealings
with you in the near future ?

5. Source or sources from which financed?

(a) Personal savings

(b) Other sources giving details

6. Any other relevant fact which you may :
like to mention.

Declaration:

I hereby declare that the particulars given above are true.

Place :

Signature :

Date :

Designation: