Andhra Pradesh Power Generation Corporation Limited
Vidyut Soudha :: Vijayawada – 520 004.

Memo. No. CGM(Adm)/DS(Adm)/AS(Adm)/PO-A/03/2017, Dated: 01.02.2018


3. Memo. No. CGM(Adm, IS&ERP)/DS(Adm)/AS(Adm)/PO-A/13/2015, dtd: 05.01.15

*****

The attention of all the CEs/SEs/FAAs/CCAs/JS(Per) & Incharge of Generating Stations is invited to the G.O.O cited and they are requested to bring to the notice of all the employees working under their control the following:

(i) To Submit the annual Property Returns as detailed in Para: 2 (I) of the G.O.O. cited on or before 15th February without fail in the Prescribed Proforma viz.. Annexure-I, Annexure-II, Annexure-III.

(ii) To Submit the intimation regarding all immovable Property/Properties irrespective of its value, Movable Property/Properties whose value exceeds Rs. 1,00,000/- and any foreign currency or foreign goods of value of more than Rs. 10,000/- owned, acquired or inherited by him/her or held by him/her on lease or mortgage either in his own name or in the name of any member of his family, in the forms prescribed through proper channel in terms of Reg.5(7) (amended vide G.O.O.cited) of APSEB Revised conduct Regulations.

(iii) If an employee has not acquired or disposed of, any property he/she should submit a declaration to that effect.

2. All the CEs/SEs/FA&CCAs/JS(Per) & Incharge of Generating Stations are requested to forward them to the Head Quarters after thorough scrutiny. The list of Technical Employees should be addressed to CGM(ADM, IS&ERP)/APGENCO and the list of Non-Technical Employees should be addressed to JS(Per)/ APGENCO.

Encl: Annexure - I,II,III

M. Sujaya Kumar
Chief General Manager(ADM, IS & ERP)

To
All the Chief Engineer’s/ APGENCO
All the FA&CCA’s/APGENCO
All the Superintending Engineer’s/APGENCO
The Joint Secretary (Per)/ APGENCO
Incharge of Generating Station

Copy to the:
Stock file

// FORWARDED BY ORDER //

[Signature]
Personnel Officer
ANNEXURE-I

STATEMENT OF IMMOVABLE PROPERTY/PROPERTIES ACQUIRED/DISPOSED

The following immovable property/properties possessed, acquired and disposed by Sri _______________ or any other person on his/her behalf of any member of his/her family during year ending ________________, under Regulation 5 (7) of APSEB Conduct Regulations as adopted by APGENCO.

<table>
<thead>
<tr>
<th>Nature or Property</th>
<th>Situation of Property (Survey Municipal No. with extent)</th>
<th>Held in whose</th>
<th>Date and mode of acquisition/Disposal</th>
<th>Price Paid/Obtained</th>
<th>Source of Payment</th>
<th>Whether information given or sanction obtained (With ref.no &amp; date)</th>
<th>Annual Income from Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. House</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Flat</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Shop</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. House Plot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Agril. Land (Dry or Wet)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Any other immovable Property</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer holds a claim or share should be separately shown in the statement.

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.

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 of the Employee: ___________________________
Date: ___________________________  Designation of the Employee: ___________________________

I hereby certify that the above Annual Property Returns of the employee are scrutinized thoroughly & forwarded, duly acknowledging the receipt of immovable property of statement of transactions.

CONTROLLING OFFICER
ANNEXURE-II
STATEMENT OF MOVABLE PROPERTY/PROPERTIES ACQUIRED/DISPOSED

The following Immovable property/Properties possessed, acquired and disposed by Sri ______________________ or any other person on his/her behalf of any member of his/her family during year ending ____________________, under Regulation 5 (7) of APSEB Conduct Regulations as adopted by APGENCO ____________________.

<table>
<thead>
<tr>
<th>Nature or Property</th>
<th>Held in whose Name</th>
<th>Date and mode of acquisition/ Disposal</th>
<th>Name and address of person from whom acquired/to whom disposed of</th>
<th>Whether information given or sanction obtained (With ref.no &amp; date)</th>
<th>Price Paid/ Obtained</th>
<th>Source of income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

Vehicles:
Motor car, Motor Cycle/Scooter any other vehicle

Electrical Goods:
Air Conditioner/V.C.R/Television/Refrigerator
Any other goods

Jewellery:
Ornaments/Vessels etc.,

Investments & Cash:
Bank Deposits/Debentures/Shares/Bankbalances etc.,

Furniture
Live stock, Any other goods

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.

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: ____________________________
Date: ____________________________

Signature of the Employee: ____________________________
Designation of the Employee: ____________________________

I hereby certify that the above Annual Property Returns of the employee are scrutinized thoroughly & forwarded duly acknowledging the receipt of immovable property of statement of transactions

CONTROLLING OFFICER
ANNEXURE III

STATEMENT OF FOREIGN CURRENCY/GOODS RECEIVED ACCEPTED

The following intimation of Foreign Currency/Goods received by Sri  or any other person on his/her behalf of any member of his/her family during year ending , under Regulation 7-A of APSEB Conduct Regulations as adopted by APGENCO.

<table>
<thead>
<tr>
<th>Nature of Foreign Currency/Goods</th>
<th>Sources from which received/accepted</th>
<th>Date of receiving/Accepting of Foreign Currency/goods</th>
<th>Reason/Purpose for which the foreign currency/goods were received/accepted</th>
<th>Mode and method of receipt/acceptance of the foreign currency/goods</th>
<th>Whether information given or sanction obtained (With ref.no &amp; date)</th>
<th>The relationship of the sender to the recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

Declaration

1. _________ hereby declare that the particulars given above are true. I request that I may be given permission to received/accepted foreign currency/goods as described above from the party.

OR

1. _________ hereby intimate received/accepted foreign currency/goods by me as detailed above. I declare that the particulars given above are true.

Station:
Date:

Signature of the Employee:
Designation of the Employee:

I hereby certify that the above Annual Property Returns of the employee are scrutinized thoroughly & forwarded duly acknowledging the receipt of received/accepted foreign currency/goods of statement of transactions.

CONTROLLING OFFICER