

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUTH SOUDHA :: VIJAYAWADA - 520 004.

Memo.No.CGM(ADM, IS&ERP)/GM(HR-ADM)/AS(ADM)/Dy.EE(ADM-I)/ D.No.03/ 2024, Date:29.01.2024.

Sub: Estt. - APGENCO - Engineering Services - Submission of Annual Property Returns for the year 2023-24 by the employees of APGENCO- Reg.

Ref: 1. G.O.O.No.658/ JS(Per)/2010, dtd: 29.03.2011
2. Memo No.CGM (Adm)/ DS(Adm)/ AS(V&R)T/ VC3-224/04, dtd: 25.05.2011
3. Memo No.CGM (Adm,IS&ERP)/ DS(Adm)/ AS(Adm)/ PO-A/13/2015, dtd: 05.01.15
4. Memo No.CGM (Adm,IS&ERP)/ DS(Adm)/ AS(Adm)/ PO-A/03/17, dtd: 04.01.2017
5. Memo No.CGM (Adm,IS&ERP)/ DS(Adm)/ AS(Adm)/ PO-A/03/17, dtd: 01.02.2018
6. Memo No.CGM (Adm,IS&ERP)/ DS(Adm)/ AS(Adm)/ PO-A/33/2017, dtd: 11.01.19
7. Memo No.CGM (Adm,IS&ERP)/ DS(Adm)/ AS(Adm)/ PO-A/33/2019, dtd: 23.01.20
8. Memo No.CGM (Adm,IS&ERP)/ DS(Adm)/ EE(Adm)/ Dy.EE(Adm-I)/33/2020, dtd: 29.12.2020
9. Memo No.CGM (Adm,IS&ERP)/ DS(Adm)/ EE(Adm)/ Dy.EE(Adm-I)/03/2022, dtd: 01.02.2022
10. G.O.O.No.158/CGM(Adm,IS&ERP)/2022, dt.28.10.2022
11. Memo No.CGM (Adm,IS&ERP)/ GM(HR-Adm)/ AS(Adm)/ Dy.EE(Adm-I)/ D.No.03/ 2023, Date: 02.02.2023

Attention of all the CEs/ FA&CCA & incharge of Generating Stations is invited to the G.O.O. 1st 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 (1) of the G.O.O. 1st cited on or before 1st March 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.1st 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.
- (iv) The act of an employee, not submitting the annual property returns, constitutes misconduct in terms of the above said regulation and departmental disciplinary action as deemed fit shall be taken.

2. In the reference 10th cited above, as a part of digitalization, it is decided to process the above Annual Property Returns through E-office in ERP system to ensure the paperless environment and to increase the accuracy of the appraisal duly dispensing the manual system.

3. All the CEs/ FA&CCA & In charge of Generating Stations are requested to intimate to every employee and forward the property returns (acquired/ disposed/ nil) submitted by the individuals to the Head Quarters through e-office only.

Encl: Annexure - I, II, III

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

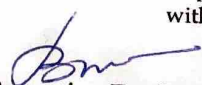
To:

All the Chief Engineer's/ APGENCO; FA&CCA(A&T); FA&CCA(Resource)
The CGM (Adm,IS&ERP) / APGENCO
Incharge of Generating Stations

Copy to the:
Stock file

It is requested to direct to all employees under their control, to submit their property returns (acquired/ disposed/ nil) every year without fail.

// Forwarded By Order //


Deputy Executive Engineer (Adm I)

ANNEXURE – I

STATEMENT OF IMMOVABLE PROPERTY / PROPERTIES ACQUIRED / DISPOSED

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

Sl.No.	Nature of Property	Situation of property (Survey/ Municipal No. with extent.)along with copy of registered sale deed	Held in whose name	Date and mode of acquisition/ disposal	Price paid/ Obtained	Source of payment along with supporting documents	Whether information given or sanction obtained (with ref. No. & date)	Annual income from property
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	House							
2	Flat							
3	Shop							
4	House Plot							
5	Agriculture Land (Dry or wet)							
6	Any other immovable property							

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 :

Date :

Signature of the Employee :

Designation of the Employee :

(Employee ID No.)

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

CONTROLLING OFFICER

ANNEXURE – II

STATEMENT OF MOVABLE PROPERTY / PROPERTIES ACQUIRED / DISPOSED

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

Nature of Property	Held in whose name	Date and mode of acquisition/ disposal	Name and address of person from whom acquired / to whom disposed of , along with copy of invoice	Whether information given or sanction obtained (with ref. No. & date)	Price paid / obtained	Source of Income along with supporting documents
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<u>Vehicles:</u> Motor car, Motor cycle, Scooter or any other vehicle						
<u>Electrical Goods:</u> Air Conditioner /VCR / Television/ Refrigerator or any other goods						
<u>Jewellery:</u> Ornaments / Vessels, etc.,						
<u>Investments & cash:</u> Bank deposits/ Debentures/ Shares/ Bank Balances etc.,						
<u>Furniture:</u> Live Stock or 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 :

(Employee ID No.)

I hereby certify that the above Annual Property Returns of the employee are scrutinized thoroughly & forwarded duly acknowledging the receipt of immovable property 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 the year ending _____, under Regulation of 5(7) of APSEB Conduct Regulations as adopted by APGENCO.

Nature of Foreign Currency/ Goods	Sources from which received/ accepted along with supporting documents	Date of receiving/ accepting of Foreign Currency/Goods	Reason/Purpose for which the foreign currency/goods were received/ accepted	Mode and method of receipt/accept of the foreign currency/ goods	Whether information given or sanction obtained (with ref. No. & date)	The relationship of the sender to the recipient
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Declaration:

I, _____ hereby declare that the particulars given above are true. I request that I may be given permission to receive/accept foreign currency/goods as described above from the party.

OR

I, _____ 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 :

(Employee ID No.)

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