



NATIONAL TEXTILE CORPORATION LIMITED
(A Government of India Undertaking)

(27)

Registered Office
Core-IV, Scope Complex,
7, Lodhi Road,
NEW DELHI-110003.

No.4(1)/2011-Vig.(89)

Dated: 31st Dec., 2011

CIRCULAR

Sub: National Textile Corporation Ltd. Conduct, Discipline and Appeal Rules, 2009 – Submission & Acceptance of Intimations / Annual Property Returns under the Conduct Rules

The Board of Directors of the Corporation in its 318th meeting held on 12.6.2009 had approved NTC Ltd. Conduct, Discipline and Appeal Rules, 2009 (effective from 15.6.2009). These Rules were circulated vide Office Order No.CMD/12/04 dated 15.6.2009 to all concerned in the NTC Head Office, Regional and Sub Offices / Mills, for information and compliance.

2. As per NTC Conduct, Discipline and Appeal Rules, 2009, the Competent Authority as per Rule 3.4 for acceptance of intimations/Annual Property Returns under the Conduct Rules in the following cases is as under:

Sl. No.	Category of officials	Competent Authority
1.	Chairman & Managing Director and Functional Directors	President of India
2.	General Manager & above	Chairman & Managing Director
3.	Managers & Dy.General Managers	Functional Director
4.	Other Officers, Supervisors, Staff and Workmen	General Manager concerned

3. Rule 4 of the NTC Conduct, Discipline and Appeal Rules deals with Movable, Immovable and Valuable Property under the head "CONDUCT REGULATIONS". The provisions contained in Sub-Rules 4.1 to Rule 4.4. are to be followed by the officers / employees of the Corporation in regard to submission of statement of Annual Property Returns(APR) and intimations about financial transactions, etc. to the 'Competent Authority' as defined in these Rules.

4. It has been noticed that in regard to the submission of intimations in respect of financial transactions and submission of statement of APRs, the Rules as laid down in the CDA Rules, especially Rules 4, 5, 6 & 7 are not being strictly followed by the employees of the Corporation. It has also been noticed that proper system is not being followed in regard to the processing and acceptance of such intimations by the Competent Authority. Therefore, it has been decided to reiterate the provisions of the CDA Rules, 2009 relating to the submission of intimations of financial transactions, etc. and of APRs, and to lay down the procedure relating to their processing and acceptance by the Competent Authority.

4.1 In respect of the employees of the rank of General Manager and above, the CMD is the Competent Authority. **It is accordingly reiterated that all Conduct Rule intimations and Annual Property Returns in respect of GMs and above, posted anywhere in the Corporation, shall be submitted to the Vigilance Division of NTC Ltd., Head Office, New Delhi.** These Conduct Rule intimations and APRs will be processed by the Vigilance Division, NTC Ltd., Head Office, New Delhi for appropriate action by the Competent Authority.

4.2. In respect of the employees of the rank of Managers, Sr. Managers and Deputy General Managers, the Functional Directors or the CVO is the Competent Authority. **It is accordingly reiterated that all Conduct Rule intimations and APRs in respect of this category of officers ,posted anywhere in the Corporation, shall be submitted to the Vigilance Division of NTC Ltd., Head Office, New Delhi.** These intimations will be processed and placed before the Director / CVO concerned through the Dy.CVO. The Director of the particular discipline/division or the CVO shall be the Competent Authority in respect of officers of the rank of Managers, Sr. Managers and DGMs working in that discipline anywhere in the Country; e.g., in respect of officers of the rank of Managers, Sr. Managers and DGMs working in the Technical Department/Division anywhere in the Country, Director(Technical) shall be the Competent Authority. Similar will be the case in respect of other disciplines.

4.3. In respect of all other officers, supervisors, staff and workmen, the General Manager concerned is the Competent Authority. **It is accordingly reiterated that all Conduct Rule intimations and APRs by these officials shall be submitted to the General Manager concerned**, who shall take appropriate action in regard to the processing and acceptance of such intimations.

5. **Thus, all the intimations under the Conduct Rules in regard to any financial transactions, etc. and Annual Property Returns prescribed in the CDA Rules in respect of the employees of the rank of Managers and above, where either Functional Directors / CVO or the CMD is the Competent Authority, shall be submitted to the Vigilance Division, NTC Ltd., Head Office, New Delhi w.e.f. 1.1.2012.**

5.1 The Annual Property Returns shall be submitted in the prescribed proforma (Form Nos.1 & 3 enclosed).

5.2 Any transaction relating to movable / immovable property regarding purchase of House, Building, addition and alterations of house, transaction in respect of movable property, purchase of shares / mutual funds , gifts and employment shall be intimated in the prescribed forms (Form Nos.4 to 8 enclosed).

5.3 **The Vigilance Division, NTC Ltd., New Delhi shall act as the nodal office** for processing of Conduct Rule intimations and Annual Property Returns in respect of officers of the rank of Managers and above **and shall also act as the custodian of such records.**

5.4 It is hereby clarified that the Conduct Rule matters shall also specifically cover the APRs & "Statement of Assets & Liabilities" submitted annually and on the first appointment in respect of all the employees of the Corporation.

6. It is hereby directed that all Property Returns or Conduct Rules intimations folders so far maintained in respect of the employees of the rank of Managers and above at Regional Offices / Sub Offices / Mills / Divisional Offices, etc. may be **sent to the Vigilance Division of the Head Office by 31.1.2012 positively.**

7. These instructions may henceforth be scrupulously followed in respect of Conduct Rules intimations and Annual Property Returns in respect of the employees of the Corporation.



(B.D. Gupta)
Chief Vigilance Officer

To

- i) All the Officer Incharges of NTC Regional Offices / Sub Offices
- ii) ACVOs / Sr. V.O./V.Os., NTC Regional Offices / Sub Offices

} For information and compliance. It may also be ensured that the folders of Conduct Rule intimations and APRs are transferred to Vigilance Division, NTC Head Office, New Delhi by 31.1.2012.

iii) Notice Board

For information to :

- i) PS to CMD, NTC Ltd.
- ii) Mgr. to DT, Dy.Mgrs.to DHR/DRM/ DF, NTC Ltd., New Delhi.
- iii) All HODs, NTC Ltd., New Delhi.

FORM NO. 1

STATEMENT SHOWING DETAILS OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT AND ALSO ON 1ST JANUARY OF EACH CALENDAR YEAR -
(e.g. Lands, House, Shops, other Buildings, etc.)

NAME

DESIGNATION

ORGANISATION

DATE OF JOINING

BASIC PAY

Sl. No.	Details/Description of property and its location (See notes 1 & 5 below) 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 below)	Value of the Property (see note 3 below)	Total annual income from the property	Remarks
1	2	3	4	5	6	7

- 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 & connection, if any with the person/persons concerned are also to be given in Column.

Signature _____ Date _____

FORM NO. 3

STATEMENT OF ASSETS & LIABILITIES

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

NAME

DESIGNATION

ORGANISATION

DATE OF JOINING THE PSU

BASIC SALARY

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_____

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 funds scheme 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:

FORM NO.4

Form for giving prior intimation or seeking previous Sanction under Rule 4.1 & 4.2 of CDA Rules, 2009 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., Municipal No., Street/ Village/Taluk/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 leasehold
- (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 Government servant, 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 dealings 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 CDA Rules of the Corporation

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, difference 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.

FORM NO.5

Form for giving intimation or seeking previous sanction under Rule 4.2 & 4.3 of CDA Rules, 2009 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 of 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
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
11. (b) Is the party related to the applicant? If so, state the Relationship.....
11. (c) Did the applicant have any dealings with the party in his his official capacity at any time, or is the applicant likely to have any dealings with him in the near future?
11. (d) Nature of official dealings with the party.....
11. (e) How was the transaction arranged? (Whether through any Statutory body or a private agency through advertisements Or through friends and relatives. Full particulars to be given)
12. In the case of acquisition by gifts, whether sanction is also required under CDA Rules of the Corporation.....

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 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, difference 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.

FORM NO.6

**Form of report/application for permission to the prescribed
Authority for the building of or addition to a house under
Rule 4.1 of CDA Rule, 2009**

From

Date.....

To

Sir,

This is to report to you that I propose to build a house/to make an addition to my house.

This is to request that permission may be granted to me for the building of a house/the addition to the house.

The estimated cost of the land and materials for the construction extension is given below:-

Land

1. Location

Survey, number

Village.....

District.....

State.....

2. Area

3. Cost

Building materials, etc.

(1) Bricks

(2) Cement

(3) Iron and Steel

(4) Timber

(5) Sanitary Fittings

(6) Electrical Fittings

(7) Any other special fittings

(8) Labour charges

(9) Other charges, if any..

Total cost of Land and Building

Rate	Quantity	Cost
		Rs.

2. The construction will be supervised by myself/The construction will be done by

I do not have any official dealings with the contractor nor did I have any official dealings with him in the past.

I have/had official dealings with the contractor and the nature of my dealing with him is/was as under:

3. The cost of the proposed construction will be as under:-

	Amount	
	Rs.	
(i) Own savings
(ii) Loans /Advance with full details
(iii) Other sources with details

Yours faithfully,

.....

FORM NO.7

Form of report to the prescribed authority after completion of the building / extension of a house under Rule 4.1 of CDA Rule, 2009

Date.....

From

To

Sir,

In my Letter No....., dated....., I had reported that I proposed to build a house.

Permission was granted to me in Order No....., dated..... for the building of a house.

The house has since been completed and I enclose a Valuation Report, duly certified by

2. The cost of construction indicated in the enclosed Valuation Report was financed as under –

	Amount Rs.
(i) Own saving	
(ii) Loan / Advances with full details	

Yours faithfully,

.....

Note – Variations, if any, between the figures given above and figures given in Form 6 may be explained suitably.

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 I / we estimate the cost of the house under the following headings:-

	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 the Building	_____

Date.....

(Signature and Designation
of the Valuation Authority)

FORM NO.8

Form for giving intimation under Rule 4.3. of CDA Rule, 2009 for transactions in shares, securities, debentures and investment in mutual fund scheme, etc.

1. Name and designation
2. Scale of pay and present pay
3. Details of each transaction made in shares, securities, Debentures, mutual funds scheme, etc. during the calendar year
4. Particulars of the party, firm with whom transaction is made –
 - a) Is party related to the applicant?
 - b) Did the applicant have any dealings 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?
5. Source or sources from which financed –
 - a) Personal savings
 - b) Other sources giving details
6. Any other relevant fact which applicant may like to mention

Declaration

I hereby declare that the particulars given above are true.

Station:

Date:

Signature:

Designation:

The Government's interest in the industry of the United States
has been the subject of many reports and studies.
The following is a summary of the findings of the study.

For the first time...

1941

1942