एमएमटीसी लिमिटेड
MMTC LIMITED
भारत सरकार का उपक्रम
A GOVT. OF INDIA ENTERPRISE
*touching lives, adding value*

**MMTC LIMITED : CORPOATE OFFICE**

Personnel Division

(IRP Section)

No. MMTC/Prop.Ret/IR/2018 Dated 05.01.2022

Office Order No. IRP/01/2022

**Sub : Submission of Annual Property Statement/Return of Assets & Liabilities as on 01.01.2022.**

As per Rule 16(4) (ii) of MMTC Employees Conduct, Discipline and Appeal Rules 1975, all the employees of the Corporation are required to submit a return of their immovable / returns of assets & liabilities inherited/owned/acquired on 1st January of each calendar year. Accordingly, all the employees in the Company are requested to submit their above returns as on 01.01.2022 to their respective Personnel Divisions by 31.01.2022 in the prescribed Performa (copy enclosed).

While submitting the Property Return, the following is to be observed :

(a) The last date of submission is to be strictly adhered to.
(b) All the columns are to be filled in property even if there is no change in the previous property return.
(c) If any employee has no property or liabilities, a Nil Return is to be given.

It may please be noted that non-submission of Property Return by the due date, as specified, in itself constitutes violation of Rule 16(4) of MMTC ECDA Rules, 1975. Hence all employees are requested to submit their return by 31.01.2022 positively.

All Regional Heads are requested to ensure compliance of above instructions in respect of employees under their control and forward their own statement as on 31.01.2022 to Personnel Division, Corporate Office.

(Sanjay Kaul)
Chief General Manager (P)

Encl : As above

Copy to

1. CMD's Sectt./PSs to Directors/CVO/Co. Secy.
2. CGMs/GMs CO/Regional Heads
3. Secy. Genl Fedn of MMTCOA,DRO/ SC/ST Emp. Wel. Assn., CO/MMTC Staff Unions/Fedn of MMTCEU,CO
4. AGM (Systems) – with a request to upload the same on MMTC Intranet and Employee Corner of MMTC website / IR Section
5. Notice Board

*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 _____

EMPLOYEE NO. _____

ORGANISATION _____

DATE OF JOINING _____

BASIC PAY Rs _____

| Sl. No. | Details/Description of property & 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 and 6 below) | Value of the Property (See note three below) | Total annual income from the property | Remarks |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | | | | | | |
| 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 the 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 and 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 _____

*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 OFFICERS OWN NAME AND ALSO THOSE HELD IN THE NAMES OF SPOUSE AND DEPENDENT CHILDREN.

NAME _____

EMPLOYEE NO. _____

DESIGNATION _____

ORGANISATION _____

DATE OF JOINING _____

BASIC PAY _____

P.F. INDEX NO.

| Sl. 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: _____

Signature _____

Date: _____

## 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.1,000/- during the calendar year as on 1st January _____.

1. Name and designation _____

   Employee No. _____

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:
Date:

Signature
Designation