

**KANDLA PORT TRUST**  
**(ISO 9001-2008 CERTIFIED PORT)**

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**CIRCULAR No. 6**

Of late, this department is receiving U.O. Notes addressed to CVO by junior level officers enclosing the intimation submitted by officers regarding movable properties/gifts.

2. It is brought to the notice of all concerned that the Annual Property Returns/Intimation under conduct regulation regarding acquisition of property (movable/immovable)/gifts need to be submitted to their respective departments for record and reference.
3. Since intimation under conduct rules is an administrative matter, the same may be maintained in the personal file of the employee by the concerned Division/Department. Vigilance Department will call for such records as and when required for scrutiny purpose.

C.V.O.

All HODs