ANNEXURE-II

Certificate to be given by Head of Office of

Shri/Smt :.....

Designation: .....

1. It is certified that the particulars furnished by the Officer are correct.

2. It is certified that no Disciplinary/Vigilance case is pending or contemplated against the applicant and that he/she is clear from the Vigilance and Administrative angle.

3. His/her integrity is certified.

4. It is certified that no major/minor penalty have been imposed on the Officer during the last 10 years.

5. Attested copies of the APARs for the last five years (2020-21 to 2024-25) are enclosed.

6. The veracity of the University certificates relating to educational qualification has been ensured and certified.

7. It is certified that the incumbent meets the requisite eligibility criteria w.r.t. educational qualification and experience as specified in the Recruitment Rules.

Signature of the HOD/Head of
Office along with official seal

ANNEXURE – III

Particulars of the Offifcer for whom vigilance comments / clearance is being sought

(To be furnished and signed by the CVO or HOD)

1	Name of Officer (in full)	
2	Father's Name	
3	Date of Birth	
4	Date of Retirement	
5	Date of entry into service	
6	Service to which the officer belongs including batch / year cadre etc. wherever applicable	

7. Positions held including whether the officer has functioned as a CVO in part time or additional charge capacity (during the ten preceding years)

Sl. No	Organization (Name in full)	Designation & Place of Posting	Administration / Nodal ministry/ Dept concerned (in case of officers of PSU etc.)		

8	Whether the officer has been placed on the "Agreed List" or "List of officers of Doubtful integrity" (if yes, details to be given)	
9	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, with what result (*)	
10	Whether any punishment was awarded to the officer during the last 10 years and if so, date of imposition and details of the penalty (*)	
11	Is any disciplinary / criminal proceedings or charge sheet pending against the officer as on date (if so, details to be furnished – including reference No., if any, of the Commission	
12	Is any action contemplated against the officer as on date (if so, details to be furnished) (*)	
13	Whether the officer / official has submitted his/her annual immovable property return of the previous year as required under Rule 18 of the CCS (Conduct) Rules, 1964, within the prescribed time limit?	
14	Whether any complaint with Vigilance angle is pending against the officer (is so, details to be furnished)	

Date:

(Name and Signature)

(*) if vigilance clearance had been obtained from Ministry / CVC in the past, the information may be provided for the period thereafter.

Annexure-IV

UNDERTAKING

I, ... submit that, the particulars provided in the application is correct and if at any time it is found that the information furnished is incorrect/false, my candidature will stand cancelled. If any shortcoming/s is/are detected even after appointment of my service is liable to be terminated.

In the event of selection in the post of Senior Deputy Traffic Manager, New Mangalore Port Authority, I will not withdraw and undertake to accept the appointment.

Place: (Signature)

Date :

Name.....

Designation.....

ANNEXURE -V

THE TERMS AND CONDTIONS OF DEPUTATION AT NEW MANGALORE PORT AUTHORITY

1. **PERIOD OF DEPUTATION**: The period of deputation is 3 years, which is extendable to 4 years. In exceptional circumstances, this can be extended to 5 years by the Central Government in the case of a post, the incumbent of which is regarded as the Head of Department and by the Chairman in the case of any other post below the level of Head of Department.
2. **PAY:** During the period of deputation the employee will have the option either to get his / her pay fixed in the deputation post under the operation of the normal rules or to draw pay of the post held by him / her in his parent department + a deputation allowance in accordance with and subject to the conditions as modified from time to time and such other general or special orders.
3. **DEARNESS ALOWANCES:** Dearness allowance under the rules of the parent department or under the Rules of the New Mangalore Port Authority accordingly to which he / she retains his / her Scale of Pay under the Parent Department or draws pay in the scale attached to the post under the Port.
4. **LOCAL ALLOWANCE:** If the deputationists chooses his / her Parent Department's pay, then the H.R.A. shall be payable as per rules of his Parent Department at the rates applicable to NMPA employees.
5. **CHILDREN'S EDUCATIONAL ALLOWANCE & REIMBURSEMENT OF TUITION FEES:** The deputations will be eligible for the allowances as per the rules of the Parent Department, if he / she opts for the Parent Department's scale of pay. If the deputationists opts for the Port's scale of pay, all the above allowances shall be payable as per the rules applicable to the Port.
6. **JOINING TIME PAY AND TRANSFER T.A.:** He / She will be entitled to T.A. and joining time both on joining the post of deputation and on reversion there from to the Parent Department under the rules of the Port. The expenditure on this account will be borne by the Port.
7. **TRAVELLING ALLOWANCES:** For journey on duty during the period of deputation travelling allowance to be regulated under rules of the NMPA.
8. **LEAVE AND PENSION:** During the period of deputation, he / she will continue to be governed by the leave and pension rules of the parent Organization applicable to him / her before such transfer on deputation.
9. **PROVIDENT FUND BENEFITS:** During the period of deputation, he/she will continue to subscribe to the Provident Fund of his / her Parent Organization in accordance with rules of such fund. In case, the deputationists is governed by the Contributory Provident Fund Rules, the Employer's contribution is payable by the Port for the period of deputation.
10. **LEAVE TRAVEL CONCESSION:** He / She will continue to be governed by the leave travel concession rules of his Parent Organization as amended from time to time and the cost thereof will be borne by the New Mangalore Port.
11. **MEDICAL FACILITIES:** The deputationists will be entitled to medical facilities available to the employees under the rules of the New Mangalore Port.
12. **RESIDENTIAL ACCOMODATION:** On allotment of accommodation by the Port, the recovery of rent from the deputationists shall be as per the Rules / Regulations of the New Mangalore Port.