

MINERAL EXPLORATION CORPORATION LIMITED  
( A Government of India Enterprise )

H. R. DIVISION

Seminary Hills,  
Nagpur-440006.

No: MEC/P&A/IR/1(4)/2014/5973

Date : 18.12.2014

CIRCULAR

Sub : Submission of Annual Property Statements/Return of Assets and Liabilities in Public Sector Enterprises as on 01.01.2015.

As per instructions received from the Department of Public Enterprises, New Delhi, all Public Sector employees are required to submit Annual property returns as per two prescribed format i.e. **Form No.1** (Viz. Statement showing details of Immovable Property on first appointment and also on 1<sup>st</sup> January of each calendar year (e.g. Lands, House, Shops, other Building etc.) and **Form No.3** Statement of Assets and Liabilities (viz. detailed statement in respect of Shares/Debentures purchased under Promoters/Employees quota as on 1st January of each calendar year in employee's own name and also those held in the names of spouse and dependent children).

Accordingly, all executives and regular non-executives are requested to furnish the information as on **01.01.2015** in **Form No.1** and **Form No.3** (format enclosed herewith) in **triplicate** and duly correctly and completely filled APR be submitted through their Controlling Officers so as to reach us **latest by 31.01.2015**. All Controlling Officers may please note that before forwarding APR form in respect of employees working under them, should ensure that employees have given complete and correct information, in respect of their properties in their APR and thereafter send the same to this office in **duplicate** and **one copy** thereof may be retained and kept in the personal file of the concerned employee(s) for future reference, if maintained under his control, otherwise, the same may be sent to Officer concerned where the personal file of employee is maintained. The Controlling Officer may take sufficient photo copies of the format for the employees posted under their control. The APR format is also available on MECL web site.

Please do not show "Nil", "No Change", "Not applicable" etc. in Form No.1 and Form No.3. However, those who are not possessing any property, should specifically write "Does not possess hence information may be treated as NIL" in the respective columns of Form No.1 & 3.

Please ensure timely submission of completely and correctly filled APR forms to CHQ within the stipulated date indicated above.



  
(ANIL TUPSAMUDRE)

ASSTT.MANAGER (P&A)

For DY. GENERAL MANAGER (H.R.)

Encs: As above (1 set of APR format)

Distribution :

1. All Heads of Division, MECL, Nagpur.
2. All Zonal Managers / ROMs.
3. Dy. G.M. (Engg.) /Dy.G.M.(Geophy.) / Dy.G.M (Instrume.),Utility Complex. Nagpur
4. The Dy. G.M. (BD & C). MECL, New Delhi.
- ✓ 5. The Sr. Manager (Systems), Nagpur. Please upload this Circular on MECL website.
6. All OICs, CMC/RMC/IBDC/Laboratory/Survey & Map./Lab. Utility Complex.
7. All Project Managers. MECL
8. The Company Secretary.
9. The Sr.Manager (P&A) (C) / The Manager (P&A) (Legal)/(Pension/Claims/Estate)
10. The Sr. Manager (G) (Training)/The Manager (HR)Rectt., MPP, MECL, Nagpur
11. The OIC, IAW/OIC (PR)/OIC (Security), MECL, Nagpur.
12. The APS to CMD.
13. The APS to D(T).
14. The Sr.PA to D(F).
15. The APS ( C ) to CVO.
16. All O.T ( HR), HR Division, MECL, Nagpur
17. **Notice Board.**

