



P1/71/2339/05

Dated: February 13, 2019

OFFICE MEMORANDUM

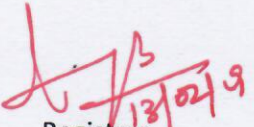
Subject: Rule 18 of the CCS (Conduct) Rules, 1964 - regarding

The undersigned is directed to say that in accordance with the provisions of sub-rule (2) of the Rule 18 of the C.C.S (Conduct) Rules, 1964, all the employees of the institute coming within the purview of these Rules are required to make a report to the prescribed authority before entering into any transaction of immovable property in their own name or in the name of a member of family. If the transaction is with a person having any official dealings with the employee, then prior sanction of the prescribed authority is required.

Sub-rule (3), ibid provides that all employees should give an intimation to the prescribed authority within one month of entering into any transaction of movable property, the value of which exceeds the monetary limits prescribed in that Rule. In case any such transaction is with a person having official dealing with the employees, prior sanction of that prescribed authority is necessary. All requests for obtaining prior sanction and making intimation about transactions in immovable and movable property may be made in the enclosed standard Form I and Form II, respectively.

Further, with reference to the DoPT O.M. No. 11013/9/89-Estt.(A) dated 27/11/1990 and its amendments from time to time whenever the expenditure incurred on repairs or minor constructions to an immovable property exceed the prescribed limit as per Rules 18(3) of CCS (conduct rules), 1964, the same must be intimated to the prescribed authority and where the transaction regarding the material purchases or contract for such repairs or minor constructions is with a person with whom the employee concerned has official dealings prior sanction of the prescribed authority should be obtained in all cases regardless of the amount involved.

The above circular is for information of all concerned and strict compliance please.


Registrar

**FORM FOR GIVING PRIOR INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE 18(2) OF THE CCS
(CONDUCT) RULES, 1964 FOR TRANSACTION IN RESPECT OF *IMMOVABLE PROPERTY***

1	Name & Designation	
2	Service to which belongs	
3	Employee No	
4	Scale of Pay and present pay	
5	Purpose of application sanction for transaction/prior intimation of transaction	
6	Whether property is being acquired or disposed	
7	Probable date of acquisition/disposal of property	
8	Mode of acquisition/disposal	
9(a)	Full details about location viz. Municipal No. Street / Village, Taluk, Distt. and State in which situated.	
(b)	Description of the property, in the case 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 Govt. Servant, Particulars of ownership and share of each member	
10	Sale / Purchase price of the property (Market value in the case of Gifts)	
11	In case of acquisition, source or sources from which proposed to be financed (a) Personal Savings (b) Other sources	(a)_____ (b) _____
12	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)	
13 (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 particulars to be given)	
14	In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS(Conduct) Rules, 1964	
15	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 give above are true.

Station :

Signature :

Date :

Designation :

Note : 1. In the above form, different portions may be used according to requirement.

2. Where previous Sanction is asked for the application should be submitted at least 30 days before the proposed date of the transaction.

**FORM FOR GIVING PRIOR INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE 18(3) OF THE CCS
(CONDUCT) RULES, 1964 FOR TRANSACTION IN RESPECT OF MOVABLE PROPERTY**

1	Name of the Government Servant	
2	Designation	
3	Service to which belongs	
4	Employee No	
4	Scale of Pay and present pay	
5	Purpose of application - sanction for transaction/ intimation of transaction	
6	Whether property is being acquired or disposal of property	
7	(a) Probable date of acquisition/disposal of property (b) If the property is already acquired /disposed of – actual date of transaction	
8.	(a) Description of 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	
9	Mode of acquisition/disposal (Purchase/Sale, gift, mortgage, lease or otherwise) (a) Whether the applicant interest in the property is in full or part (b) Ownership of the property	
10	Sale/Purchase price of the property (Market value in the case of Gifts)	
11	In cases of acquisition, source or sources from which financed /proposed to be financed- (a) Personal Savings (b) Other resources giving details	

12	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)	
13 (a)	Name and address of the party with whom transaction is proposed to be made/has been 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)	Nature of the official dealings with the party	
(e)	How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or particulars to be given)	
14	In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS(Conduct) Rules, 1964	
15	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, different portions may be used according to requirement.
2. Where previous Sanction is asked for the application should be submitted at least 30 days before the proposed date of the transaction