

## सतर्कता विभाग

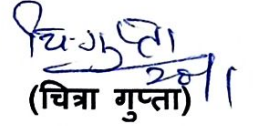
हमारा संदर्भ: सतर्कता/10/13/2020-21

20 जनवरी 2021

विषय: सीसीएस (आचरण) नियम, 1964 के प्रावधानों के पालन संबंधित ।

उपर्युक्त विषय पर सक्षम प्राधिकारी द्वारा अनुमोदित परिपत्र सख्या विज/10:13/2020-21 दिनांक 20 जनवरी 2021 आवश्यक कार्यवाही हेतु संलग्न है ।

संलग्न: ऊपरोक्त अनुसार

  
(चित्रा गुप्ता)

वैज्ञानिक एफ (सतर्कता)

बीआईएस मुख्यालय के सभी विभागों, एनआईटीएस/केंद्रीय प्रयोगशाला/सभी क्षेत्रीय कार्यालयों/  
सभी शाखा कार्यालयों/ सभी निरीक्षण कार्यालयों को परिचालित ।

## VIGILANCE DEPARTMENT

Our Ref: Vig/10:13/2020-21

20 January 2021

### **Subject: Adherence to provisions of CCS(Conduct) Rules, 1964 - reg**

Vigilance Department vide its Circular of even number dated 04.01.2021 had requested the BIS employees to submit their Annual Immovable Property Return (AIPR) for the year 2020 (as on 01 January 2021) as per Rule 18(1)(ii) of CCS (Conduct) Rules, 1964 **through online HFMS module available under "Property Declaration"**. It was also brought to the notice of all concerned that in compliance with DoPT guidelines on the subject, vigilance clearance shall not be granted for all such officials of BIS who do not submit their AIPR (as on 01<sup>st</sup> January 2021) latest by 31<sup>st</sup> January 2021.

2. From the AIPRs received through HFMS module, it has been observed that some employees, who are holding property in their name as on 01.01.2021, are by mistake opting 'No property Acquired' during the year as on 01.01.2021. Clarification in this regard has been given in Circular of even number dated 04.01.2021 that *"As the BIS HFMS Module has been made operational for the first time, all Group 'A' officers, who are holding any property, need to submit / fill up all the details of the properties held by them, as on date, in the online form available under the head "Property Declaration" through online HFMS module"*.

2.1 In case, no property is held by the employee concerned as on 01.01.2021, 'No property Acquired' column available on the top right hand-side is to be right clicked and saved.

2.2 Further, it has also been observed that despite the instructions contained in Circular of even number dated 04.01.2021, some employees are sending their AIPRs through emails/offline mode to Vigilance Department. All employees of the Bureau (Group A, Group B & Group C) are once again requested to submit their AIPRs only through online HFMS module available under "Property Declaration", **latest by 31<sup>st</sup> January, 2021**.

3. Attention of the BIS employees is also drawn in respect of the following few indicative provisions of the CCS(Conduct) Rules, 1964 where some changes have been effected over a period of time. These are circulated for information and timely compliance by all employees of BIS:-

#### **Rule 13. Gifts**

(1) No Government servant shall accept, or permit any member of his family or any other person acting on his behalf to accept, any gift.

(2) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious and social practice, a Government servant may accept gifts from his near relatives or from his personal friends having no official dealings with him, but shall make a report to the Government, if the value of such gift exceeds -

- \*[(i) rupees twenty five thousand in the case of a Government servant holding any Group 'A' post;
- (ii) rupees fifteen thousand in the case of a Government servant holding any Group 'B' post;
- (iii) rupees seven thousand five hundred in the case of a Government servant holding any Group 'C' post.]

\*[Substituted vide the Central Civil Services (Conduct) Amendment Rules, 2014 - Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) Notification dated 4th March, 2014 issued from F.No.11013/3/2013-Estt.(A) (copy enclosed)]



(3) In any other case, a Government servant shall not accept any gift without the sanction of the Government if the value thereof exceeds-

- (i) rupees five thousand in the case of Government servants holding any Group "A" or Group "B" post; and
- (ii) rupees two thousand in the case of Government servants holding any Group "C" post.

(DoPT OM No. 11013/02/2019-Estt.A-II dated 6 August 2019 w.r.t. amendment in Sub-rule (3) of Rule 13 enclosed herewith).

#### **Rule 16. Investments, lending and borrowing**

Sub-rule (1) of the Rule 16 provides that no Government servant shall speculate in any stock, share or other investment. It has also been explained that frequent purchase or sale or both, of share, securities or others investments shall be deemed to be speculation within the meaning of this sub-rule. But, the occasional investments made through stock brokers or other persons duly authorized and licensed or who have obtained a certificate of registration under the relevant laws is allowed in this rule. With a view to enable the administrative authorities to keep a watch over such transaction, it has been decided that an intimation may be sent in the prescribed proforma to the prescribed authority in respect of all Government servants, if the total transactions in shares, securities, debentures, mutual funds scheme, etc. exceeds **six months' basic pay of Government servant** during the calendar year (to be submitted by 31st January of subsequent calendar year).

It is also clarified that since shares, securities, debentures, etc. are treated as movable property for the purpose of Rule 18(3) of CCS(Conduct) Rules, 1964, if an individual transaction exceeds the amount prescribed in Rule 18(3), the intimation to the prescribed authority would still be necessary. The intimation prescribed in para above will be in addition to this, where cumulative transaction(s) i.e. sale, purchase or both in shares, securities, debentures or mutual funds, etc. in a year exceed the limits indicated para above.

(DoPT OM No. 11013/6/2018-Estt.A-III dated 07.02.2019 w.r.t. Revision in limit for intimation in r/o shares, securities, debentures or mutual funds scheme, etc in Sub-rule (1) of Rule 16 enclosed herewith).

#### **Rule 18. Movable, Immovable and Valuable Property**

- (1) (i) Every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities, in such form as may be prescribed by the Government, giving the full particulars regarding -
- (a) the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;
  - (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;
  - (c) other movable property inherited by him or similarly owned, acquired or held by him; and
  - (d) debts and other liabilities incurred by him directly or indirectly.



(ii) Every Government servant belonging to any service or holding any post included in Group 'A', Group 'B' and Group 'C' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

(2) No Government servant shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family: Provided that the previous sanction of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealings with him.

[(3) Where a Government servant enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the Government servant:

Provided that the previous sanction of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealings with him.]

*[Sub-rule (3) amended vide the Central Civil Services (Conduct) Amendment Rules, 2011 - Notification No. G.S.R. 370 (E). 9th May, 2011. F.No. 11013/8/2009-Estt(A)]*

(4) The Government or the prescribed authority may, at any time, by general or special order, require a Government servant to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Government or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.

(DoPT OM No. 11013/7/2014-Estt.A-III dated 05.01.2016 w.r.t. Submission of Declaration of Immovable Property Returns in terms of Rule 18(4) of CCS(Conduct Rules, 1964 enclosed herewith).

4. Further, it may please be noted that the prescribed Proforma VG-1 is meant for both purposes i.e. giving prior and final intimation under Rule 18(2) of the CCS(Conduct) Rules, 1964 for transaction in respect of immovable property; and, Proforma VG-2 for transaction in respect of movable property under Rule 18(3) of the CCS(Conduct) Rules, 1964. Both the prescribed Proformae VG-1 & VG-2 are available under "Circular section" under "Forms" on BIS website.

5. All the BIS employees are requested to ensure adherence to the various provisions of the CCS(Conduct) Rules, 1964 scrupulously. It may be noted that non-compliance to the provisions of these rules will be seriously viewed and will tantamount to disciplinary action against the employees concerned. For detailed provisions, DoPT portal and/or Swamy's Compilation of Conduct Rules may be referred.

6. This issues with the approval of the Competent Authority.

  
(Chitra Gupta)  
Scientist-F (Vigilance)

**Circulated to all Deptts at HQrs, NITS/CL/ROs/BOs/IOs of BIS**



**MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS**

**(Department of Personnel and Training)**

**NOTIFICATION**

New Delhi, the 4th March, 2014

**G.S.R. 149(E).**—In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Conduct) Rules, 1964, namely:—

1. (1) These rules may be called the Central Civil Services (Conduct) Amendment Rules, 2014.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Central Civil Services (Conduct) Rules, 1964, in rule 13, in sub-rule (2), for clauses (i), (ii), (iii) and (iv), the following clauses shall be substituted, namely:—
  - “(i) rupees twenty five thousand in the case of a Government servant holding any Group ‘A’ post;
  - (ii) rupees fifteen thousand in the case of a Government servant holding any Group ‘B’ post ;
  - (iii) rupees seven thousand five hundred in the case of a Government servant holding any Group ‘C’ post.”

[F. No. 11013/3/2013-Estt. (A)]  
MAMTA KUNDRA, Jt. Secy. (E)

**Note:**—The Principal rules were published in the Gazette of India, Part II, Section 3, Sub-section (ii), *vide* S.O. No. 4177 dated the 12<sup>th</sup> December, 1964 and subsequently amended by —

S. No.	Notification No.	Date	Published in the Gazette of India, Part II, Section 3, Sub-section (ii), S.O. No.
(1)	(2)	(3)	(4)
1.	25/23/68-Estt. (A)	3rd February, 1970	482 The 14th February, 1970
2.	25/11172-Estt. (A)	24th October, 1972	3643 The 4th November, 1972
3.	25/57/64-Estt. (A)	5th January, 1973	83 The 13th January, 1973
4.	11013/12/75-Estt. (A)	13th February, 1976	846 The 28th February, 1976
5.	25/19/74-Estt. (A)	30th June, 1976	2563 The 17th July, 1976
6.	11013/19/75-Estt. (A)	6th July, 1976	5691 The 24th July, 1976
7.	11013/06/75-Estt. (A)	24th November, 1976	4663 The 11th December, 1976
8.	11013/4/76-Estt. (A)	24th August, 1977	2859 The 17th September, 1977
9.	11013/03/78-Estt. (A)	22nd September, 1978	2859 The 30th September, 1978
10.	11013/12/78-Estt. (A)	20th December, 1978	3 The 6th January, 1980
11.	11013/3/80-Estt. (A)	24th April, 1980	1270 The 10th June, 1980
12.	11013/21/84-Estt. (A)	3rd October, 1985	4812 The 19th October, 1985
13.	11013/6/85-Estt. (A)	21st February, 1986	935 The 8th March, 1986
14.	11013/11/85-Estt. (A)	7th March, 1986	1124 The 22nd March, 1986
15.	11013/5/86-Estt. (A)	4th September, 1986	3159 The 20th September, 1986
16.	11013/16/85-Estt. (A)	10th September, 1986	3280 The 27th September, 1986



F. No. 11013/02/2019-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training  
(Establishment A-III Desk)

North Block, New Delhi - 110001  
Dated: 6 August, 2019

**OFFICE MEMORANDUM**

**Subject:** Amendment in Central Civil Services (Conduct) Rules, 1964 regarding acceptance of gifts by Government servants.

The undersigned is directed to say that the following rules of Central Civil Services (Conduct) Rules, 1964 prescribing ceiling for receiving gifts by Government servants, have been amended vide G.S.R. No. 531 (E) dated 29.07.2019 (copy enclosed) so as to bring the uniformity in provisions of CCS (Conduct) Rules, 1964, AIS (Conduct) Rules, 1968 and Foreign Contribution (Acceptance or Retention of Gifts or Presentations) Rules, 2012:

<b>Before Amendment</b>	<b>After Amendment</b>
<p><b>Sub-rule (3) of Rule 13</b></p> <p>In any other case, a Government servant shall not accept any gift without the sanction of the Government, if the value exceeds –</p> <p>(i) rupees <b>one thousand five hundred</b> in the case of Government servants holding any Group 'A' or Group 'B' post; and</p> <p>(ii) rupees <b>five hundred</b> in the case of Government servant holding any Group 'C' or Group 'D' posts.</p>	<p><b>Sub-rule (3) of Rule 13</b></p> <p>In any other case, a Government servant shall not accept any gift without the sanction of the Government, if the value exceeds –</p> <p>(i) rupees <b>five thousand</b> in the case of Government servants holding any Group 'A' or Group 'B' post: and</p> <p>(ii) rupees <b>two thousand</b> in the case of Government servant holding any Group 'C' post.</p>
<p><b>Sub-rule (4) of Rule 13</b></p> <p>Notwithstanding anything contained in sub-rule (2) and (3), a Government servant, being a member of India delegation or otherwise, may receive and retain gifts from foreign dignitaries, if the market value of gifts received on one occasion does not exceed <b>rupees one thousand</b>. In all other cases, the acceptance and retention of such gift shall be regulated by the instructions issued by the Government in this regard from time to time.</p>	<p><b>Sub-rule (4) of Rule 13</b></p> <p>Notwithstanding anything contained in sub-rule (2) and (3), a Government servant, being a member of the Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries in accordance with the provisions of The Foreign Contribution (Acceptance or Retention of Gifts or Presentation) Rules, 2012, as amended from time to time.</p>

Contd..



2. All Ministries/ Departments/Offices are requested to bring the above amendments to the notice of all administrative authorities under their control.
3. Hindi version will follow.



(Satish Kumar)

Under Secretary to the Govt. of India

To

The Secretaries of All Ministries/Departments  
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Central Vigilance Commission
8. The Secretary, Union Public Service Commission, New Delhi.
9. The Secretary, Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. National Commission for Scheduled Castes, New Delhi.
12. National Commission for Scheduled Tribes, New Delhi.
13. National Commission for OBCs, New Delhi.
14. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
15. CVOs of all Ministries/Departments.
16. ADG (M&C), Press Information Bureau, DoP&T
17. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the under the Head Notifications → OMs & Orders → Establishment → CCS (Conduct) Rules & What's New]
18. Hindi Section, DoP&T for translation in Hindi.



(Satish Kumar)

Under Secretary to the Govt. of India

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F. No. 11013/6/2018-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training  
Establishment A-III Desk

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North Block, New Delhi-110001

Date: 07.02.2019

**OFFICE MEMORANDUM**

Subject: CCS (Conduct) Rules, 1964 - Revision in limit for intimation in respect of transactions in sale and purchase of shares, securities, debentures etc.

The undersigned is directed to refer to this Department's O.M. No. 11013/6/91-Ests.(A) dated 08.04.1992 prescribing the following limit of transactions in shares, securities, debentures or mutual funds scheme, etc for intimation to Government in a prescribed format:

- (i) **Group 'A' and 'B' Officers** - If the total transaction in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 50,000/- during the calendar year.
- (ii) **Group 'C' and 'D' Officers** - If the total transaction in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 25,000/- during calendar year.

2. Sub-rule (1) of the Rule 16 provides that no Government servant shall speculate in any stock, share or other investment. It has also been explained that frequent purchase or sale or both, of share, securities or others investments shall be deemed to be speculation within the meaning of this sub-rule. But, the occasional investments made through stock brokers or other persons duly authorized and licensed or who have obtained a certificate of registration under the relevant laws is allowed in this rule. With a view to enable the administrative authorities to keep a watch over such transaction, it has been decided that an intimation may be sent in the enclosed proforma to the prescribed authority in respect of all Government servants, if the total transactions in shares, securities, debentures, mutual funds scheme, etc. exceeds **six months' basic pay of Government servant** during the calendar year (to be submitted by 31<sup>st</sup> January of subsequent calendar year).

Contd..



3. It is also clarified that since shares, securities, debentures, etc. are treated as movable property for the purpose of Rule 18(3) of CCS(Conduct) Rules, 1964, if an individual transaction exceeds the amount prescribed in Rule 18(3), the intimation to the prescribed authority would still be necessary. The intimation prescribed in para 2 above will be in addition to this, where cumulative transaction(s) i.e. sale, purchase or both in shares, securities, debentures or mutual funds, etc. in a year exceed the limits indicated in para 2 above.

4. This Office Memorandum issues in supersession of this Department's O.M. No. 11013/6/91-Ests.(A) dated 08.04.1992.

5. In so far as the personnel serving in Indian Audit and Accounts Department are concerned, these instructions are being issued after consultation with the Comptroller and Auditor General of India.

6. All Ministries/ Departments are requested to bring these instructions to the notice of all concerned authorities under their control.

7. Hindi version will follow.



(Satish Kumar)

Under Secretary to the Govt. of India

To

The Secretaries of All Ministries/Departments  
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
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5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Central Vigilance Commission
8. The Secretary, Union Public Service Commission, New Delhi.
9. The Secretary, Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.

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11. National Commission for Scheduled Castes, New Delhi.
12. National Commission for Scheduled Tribes, New Delhi.
13. National Commission for OBCs, New Delhi.
14. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
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17. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the Head Notifications >> OMs & Orders >> Establishment >> CCS (Conduct) Rules & What's New]
18. Hindi Section, DoP&T



(Satish Kumar)

Under Secretary to the Govt. of India



**Proforma for intimation under Rule 18(4) of CCS (Conduct) Rules, 1964  
for transactions in shares, securities, debentures, investment in mutual  
fund schemes, etc.**

1. Name of the Government servant : \_\_\_\_\_
  - (a) Designation: \_\_\_\_\_
  - (b) Service to which belongs: \_\_\_\_\_
  - (c) Employee No./ Code No.: \_\_\_\_\_
2. Scale of Pay and present pay: \_\_\_\_\_
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(s) is made:-
  - (a) Is party related to the applicant? \_\_\_\_\_
  - (b) Did the applicant have any dealings with the party in his/her official capacity at any time or is the applicant likely to have any dealings with him in the near future. \_\_\_\_\_
5. Source(s) from which financed:-
  - (a) Personal savings.
  - (b) Other sources giving details
6. Any other relevant fact which applicant may like to mention.

Declaration

I hereby declare that the particulars given above are true.

Place:

Date:

Signature  
Designation

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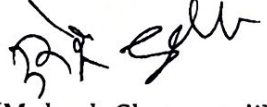
F. No. 11013/7/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievance and Pensions  
Department of Personnel & Training  
Establishment Division  
\*\*\*\*\*

North Block, New Delhi – 110001  
Dated 5<sup>th</sup> January, 2015

OFFICE MEMORANDUM

**Subject:** Central Civil Services (Conduct) Rules, 1964 – Submission of Declaration of Immovable Property Returns by the Government servants – regarding.

The undersigned is directed to refer to the Office Memorandum of even number dated the 26<sup>th</sup> October, 2015 on the above subject and to say that the Annual Property Returns required to be filed under the Central Civil Services (Conduct) Rules, 1964 for the year 2015 which is required to be filed by the 31<sup>st</sup> January, 2016, may be filed in the forms prescribed under the CCS (Conduct) Rules, 1964. It is reiterated that the returns are required to be filed by all the Government servants belonging to Group 'A', 'B', 'C' and erstwhile Group 'D', in terms of Rule 18(4) of the CCS (Conduct) Rules, 1964 which empowers the Government to require a Government servant to submit a statement of movable or immovable property as may be specified in the order.

  
(Mukesh Chaturvedi)  
Director (Establishment)  
Tel: 23093176

**To**  
The Secretaries of All Ministries/Departments  
(as per the standard list)

**Copy to:**

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
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5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
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- ✓ 15. NIC, Department of Personnel & Training, North Block, New Delhi (for uploading the same on the website of this Ministry under the Head OMs & Orders → Establishment → Conduct Rules).
16. Hindi Section, DoP&T