

सतर्कता विभाग

हमारा संदर्भ: विग/10:13/2020-21

08 जुलाई 2021

विषय: चल / अचल संपत्ति में लेनदेन, प्रारंभिक संपत्ति विवरण और वार्षिक अचल संपत्ति रिटर्न (एआईपीआर) से संबंधित दस्तावेजों को निर्धारित प्राधिकारी को प्रस्तुत करना - सामान्य निर्देश

यह देखा गया है कि प्रारंभिक संपत्ति विवरण, वार्षिक अचल संपत्ति रिटर्न (एआईपीआर) और चल/अचल संपत्ति से संबंधित लेनदेन से संबंधित दस्तावेज आम तौर पर कई कमियों और अधूरी जानकारी के साथ प्राप्त होते हैं, जिसके कारण संबंधित कर्मचारियों और सतर्कता विभाग के बीच लंबा पत्राचार होता है।

2. सभी कर्मचारियों को मौजूदा निर्देशों से अवगत कराने हेतु, निर्देशों का एक सेट संकलित किया गया है जो कि अनुबंध-1 के रूप में संलग्न हैं। उपरोक्त लेनदेन को नियंत्रित करने वाले प्रासंगिक नियमों के उद्धरण, सीसीएस (आचरण) नियम, 1964 के नियम 13, नियम 16 और नियम 18, सभी निर्धारित प्रारूपों और अन्य निर्देशों के साथ, जानकारी के लिए अनुबंध-11 में भी दिए गए हैं।

3. सभी बीआईएस कर्मचारियों से अनुरोध है कि सतर्कता विभाग (समूह 'ए' अधिकारियों के मामले में) और संबंधित गतिविधि प्रमुखों/डीडीजी (समूह 'बी' और 'सी' मामले में) को ऐसे किसी भी दस्तावेज को भेजने से पहले इन निर्देशों को ध्यान से पढ़ें।

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

वि. गुप्ता
(चित्रा गुप्ता) 8/7

वैज्ञानिक-एफ (सतर्कता)

बीआईएस इंटरनेट के माध्यम से परिचालित:

- i) मुख्यालय/एनआईटीएस/आरओ/बीओ/आईओ/प्रयोगशाला में सभी विभाग।
 - ii) मुख्यालय/डीडीजीआर/विभागाध्यक्ष पर सभी डीडीजी - उपरोक्त निर्देशों को सभी कर्मचारियों के ध्यान में लाने और उनका अनुपालन करने के अनुरोध के साथ।
 - iii) महानिदेशक के निजी सचिव
 - iv) अपर महानिदेशक के निजी सचिव
- } कृपया जानकारी के लिए

अनुलग्नकों की सूची: अनुलग्नक-1 से अनुबंध-XIX

BUREAU OF INDIAN STANDARDS
(Vigilance Department)

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

08 July 2021

Subject: Submission of the documents to Prescribed Authority pertaining to Transactions in Movable/ Immovable Property, Initial Property Statement and Annual Immovable Property Return (AIPR) - General Instructions

It has come to notice that documents pertaining to Initial Property Statement, Annual Immovable Property Return (AIPR) and for transactions related to movable/immovable property are generally received with several deficiencies and incomplete information leading to protracted correspondence between the principals and Vigilance Department.

2. A set of instructions has been compiled to ensure that all employees are aware of the extant instructions in this regard. The instructions are enclosed as **Annex-I**. Extracts of the relevant rules governing the above transactions, viz., Rule 13, Rule 16 & Rule 18 of the CCS(Conduct) Rules, 1964, alongwith all formats prescribed and other instructions, have also been given in **Annex-II** for information.
3. All the BIS employees are requested to go through these instructions minutely before sending any such documents to Vigilance Department (in case of Group 'A' Officers) and to the respective Activity Heads/DDGs (in case of Group 'B' & 'C' employees).
4. This issues with the approval of the Competent Authority.

Chitra Gupta
(Chitra Gupta)
Sc.F (Vigilance)

Circulated through BIS Intranet to:

- i) All Deptts at HQ / NITS/ ROs/BOs/IOs/Labs.
 - ii) All DDGs at HQ/DDGRs/HoDs – with the request to bring the above instructions to the notice of all employees and compliance thereof.
 - iii) PS to DG
 - iv) PS to ADG
- } - for kind information please

List of Annexures: **Annex-I to Annex-XIX**

GENERAL INSTRUCTIONS
SUBMISSION OF THE DOCUMENTS TO PRESCRIBED AUTHORITY
PERTAINING TO TRANSACTIONS IN MOVABLE/ IMMOVABLE PROPERTY,
INITIAL PROPERTY STATEMENT AND ANNUAL IMMOVABLE PROPERTY
RETURN (AIPR)

1. Intimation of all transactions related to immovable and movable property shall be done on relevant forms i.e. VG-1 & VG-2 (**Annex-III & Annex-IV**) which are also available under "Circular section" under "Forms" on BIS website. 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 and receipt of gifts as per Rule 13.
2. All the documents should be neatly filled and self-explanatory.
3. Before sending the documents related to any new transaction, please ensure that all previous transactions submitted by an employee are noted by the Prescribed Authority i.e DG. BIS in case of Group A officers and Activity Head/DDGA in case of Group 'B' & 'C' at BIS HQ and DDGRs in the Region.
4. All such documents as above to be forwarded through the respective controlling officers.
5. All the supporting documents related to acquisition of immovable property enclosed should be self-attested.

A) ACQUISITION/DISPOSAL OF IMMOVABLE PROPERTY

6. **Prior intimation** for sale and purchase of immovable property shall always be intimated on VG-1 (**Annex-III**).
7. Details regarding the proposed finance of the property should be filled properly.
 - (a) Proof of savings of applicant and spouse, if required.
 - (b) Loan sanction letter to be enclosed if loan is being taken.
 - (c) If loan assistance is being taken from some relative, then terms and conditions of the loan may be mentioned. A letter from the person giving loan along with his/her source of income and the PAN No or any other accepted Govt. ID (**Annex-V**) must be enclosed.
 - (d) In case of assistance from spouse then source of income of spouse and the copy of one year bank statement may also be enclosed.
 - (e) RERA Registration Number, if builder apartment, if applicable.
 - (f) Sale deed or letter of offer.
8. Value of the property should be mentioned inclusive of tentative registration amount.
9. In case of joint applicants for the property, share of each applicant should be mentioned.

10. **Final intimation** under **Rule 18(2)** of the CCS(Conduct) Rules, 1964 for transaction in respect of immovable property shall be furnished in Proforma VG-1, each column duly filled in, to be submitted through Head of the Department (same Form as that for Prior Intimation).

11. Following documentary evidences shall be furnished by the employee concerned at the time of final intimation for acquisition/disposal of immovable property:-

- i) Copy of sale deed / Registry (English / Hindi version). If in regional language translated attested copy in English;
- ii) Bank statement showing all financial transactions including interest free loan from family/relatives.
- iii) Copy of Loan sanction letter (including Gold loan) from bank/financial institution.
- iv) Bank statement of personal savings
- v) It shall be ensured by the employee concerned that all transactions including interest free loan from family and relatives are made through digitalized mode of payment / internet banking / bank transfer / cheque. In case of interest free loan from family members/relatives/friends, etc., an undertaking shall be furnished by the employee concerned, as per the prescribed format (**Annex-V**) duly supported by a Govt. recognized ID proof, such as, Aadhar, PAN, Bank Passbook, etc.
- vi) As far as possible, no cash transaction, however, if required, in extreme situation, same may be informed with due justification.
- vii) Bank statement upto the last entry (towards payment) should invariably be enclosed along with all the transactions. If there are too many entries, then same may be reflected in a tabular format and enclosed with the documents.

12. **In case of sale of property**, please ensure while forwarding the documents that property in question has already been noted by the Prescribed Authority with regards to its acquisition either by direct purchase or through inheritance.

13. **Property by Inheritance-** It is often seen that intimation regarding the inherited properties when sold, are sent to this office while the intimation at the time of inheritance was not given. It should be ensured to furnish the information regarding acquisition of property by inheritance, at the time of inheritance, alongwith concerned documents.

B) Expenditure incurred on repairs or minor constructions work in respect of any immovable property

14. Expenditure incurred on repairs or minor constructions work in respect of any immovable property - An intimation in the prescribed format (see **Form 3 & Form 4** enclosed as **Annex-VI & Annex-VII**) shall be necessary to be given to the prescribed authority only if the estimate exceeds the limit prescribed in **Rule 18(3)** of CCS (Conduct) Rules, 1964. However, prior sanction of the prescribed authority should be obtained in all cases regardless of amount involved, where the transaction regarding the material purchases or contract for such repairs or minor construction, is with a person with whom the Government servant concerned has official dealings. [ref. DOPT OM F.No. 11013/2/2018-Estt.A-III dated 17 December 2018 (**Annex-VIII**)]

C) ACQUISITION OF MOVABLE PROPERTY

15. All intimations to be made within one month of acquisition.
16. Prior intimation is not required.
17. For transaction in respect of movable property under **Rule 18(3)** of the CCS(Conduct) Rules, 1964, intimation shall be furnished in prescribed Proforma VG-2 (**Annex-IV**), each column duly filled in, to be submitted through Head of the Department.
18. Following documentary evidences shall be furnished by the employee concerned at the time of final intimation for acquisition/disposal of movable property:-
 - i) Bank statement showing financial transaction for purchase of car/jewellery/movable goods, etc.
 - ii) Copy of Invoice/bill issued by the dealer. In case of car, cost to be shown inclusive of registration and insurance amount
 - iii) Registration Certificate of the vehicle.
 - iv) Copy of Loan sanction letter (including Gold loan) from Bank / financial institution.
 - v) Bank statement showing all financial transactions including interest free loan from family/friends/relatives.
 - vi) Bank statement of personal savings showing debit for the purpose.
 - vii) It shall be ensured by the employee concerned that all transactions including interest free loan from family and relatives are made through digitalized mode of payment / internet banking / bank transfer / cheque. In case of interest free loan from family members/relatives/friends, etc., an undertaking shall be furnished by the employee concerned, as per the prescribed format (**Annex-V**) duly supported by a Govt. recognized ID proof, such as, Aadhar, PAN, Bank Passbook, etc.
 - viii) In case of assistance from spouse, source of income of spouse may also be enclosed

19. ACCEPTANCE OF GIFT BY GOVT SERVANT FROM NEAR RELATIVES

It is noticed that there is a rising tendency in the officers to accept gift/loans from their relatives/friends while going for acquisition of movable/immovable properties. Such gifts/loans taken for any purpose must be intimated as per prevalent rules.

20. Government servant should make a report to the Government or seek the prior permission, as the case may be, if the value of gift exceeds the limits specified in Rule 13 of CCS (Conduct) Rules.

21. ACCEPTANCE OF LOAN BY GOVT SERVANT FROM NEAR RELATIVES

Purely temporary loan of small amounts, free of interest can be taken by a Govt servant from personal friends and relatives. If the amount of such loan is large previous sanction will be necessary. Refer Rule 16 of CCS (Conduct) Rules.

22. Officers should make themselves familiar with the provision of **Rule 13** of CCS (Conduct) Rules related to GIFTS and **Rule 16** related to INVESTMENTS, LENDING AND BORROWING – **Annex-II** may be seen.

INITIAL PROPERTY STATEMENT (IPS)

23. All intimation to be done on prescribed Proformae (Total 06 forms) (**Annex-IX to Annex-XIV**)

24. All forms to be filled as on the date of joining.

25. All the details related to movable and immovable assets to be filled which the officer is in physical possession at the time of joining the department. Property to be inherited at the later date should not be shown. In case of any immovable property relevant supporting document to be enclosed. Copy of bank statement, vehicle registration, LIC, mutual funds etc may be enclosed as shown in the relevant forms. Date of inheritance/marriage/religious function/gift to be mentioned as received on such occasion. Documentary evidence may be enclosed if any in support of such acquisition.

ANNUAL IMMOVABLE PROPERTY STATEMENT (AIPR)

26. To be submitted as on 1st January of each year for the property held till 31st December of previous year (**Annex-XV**). It should reach in Vigilance Department latest by 31st January of each year. **The AIPR is to be filled online through HFMS module compulsorily even if a hard copy has been sent.** BIS HFMS Module has been made operational and for the first time all employees, who are holding any property, **need to submit / fill up all the details of all the properties held by them**, as on date, in the online form available under the head "Property Declaration" through online HFMS module. In case, no property is held by the employee concerned, 'No property Acquired' column available on the top right hand-side is to be right clicked and submitted.

27. In case of hard copy, all the columns to be filled properly with specific information and no column shall be left 'blank'. For example, if the information is 'NIL' for all columns, then also the word 'NIL' should be repeated in each and every column. It has been observed that some officers are filling in their AIPR as 'NIL', 'NONE', 'NO CHANGE', 'SAME AS LAST YEAR". The officers are required to mention categorically whatever property they are holding even if it is repetition of the last AIPR submitted or 'NIL', whichever the case may be.

28. Approximate present value shall be mentioned in the appropriate column, if exact value is not known.

29. Letter through which the property was noted by the Prescribed Authority may be mentioned in the remarks column.

30. Date of submitting the AIPR should be clearly mentioned on the form. Form should be neatly filled on the proper format.

31. **PLEASE NOTE:** Vigilance clearance shall not be granted to an officer if he fails to submit his annual immovable property return of the previous year by 31st January of the following year, as required under Government of India decisions under Rule 18 of the Central Civil Services (Conduct) Rules, 1964 (ref. DoPT OM No. 11012/11/20107-Estt.A dated 27 September 2011 (**Annex-XVI**)).

33. In case of non-submission of AIPR, disciplinary action may be initiated against such individuals. [DoPT OM No. 11013/12/93-Estt(A) dated 24.01.1994]. (**Annex-XIX**)

34. Guidelines on the subject of 'Furnishing of Annual Immovable Property return (AIPR) were issued by Vigilance Department vide note dated 06.01.2020, 16.01.2020, 04.01.21, 20.01.2021 & 29.01.2021, which may be kindly be noted for compliance. These guidelines are available on BIS Intranet.

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Extracts of the relevant rules governing transactions in Movable/ Immovable Property, Initial Property Statement and Annual Immovable Property Return

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)]

(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).

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 (**Annex-XVII**) 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). **(Annex-XVIII)**

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).

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Extracts of the relevant rules governing transactions in Movable/ Immovable Property, Initial Property Statement and Annual Immovable Property Return

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)]

(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).

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).

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(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).

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भारतीय मानक ब्यूरो BUREAU OF INDIAN STANDARDS		अचल संपत्ति के लेन-देन TRANSACTION IN RESPECT OF IMMOVABLE PROPERTY	VG	1
अचल संपत्ति के लेन-देन हेतु सी. सी. एस (आचरण) नियम, १९६४ के नियम १८(२) के अंतर्गत अग्रिम सूचना देने अथवा अग्रिम अनुमति लेने हेतु प्रपत्र 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.	नाम Name	पदनाम Designation		
2.	वेतनमान व वर्तमान वेतन Scale of pay and present pay			
3.	निवेदन का मंतव्य Purpose of application	लेन-देन की अनुमति/लेन-देन की पूर्व सूचना Sanction for transaction/prior intimation of transaction		
4.	क्या संपत्ति अर्जित /निपटान किया जा रहा है Whether property is being acquired or disposed of			
5.	संपत्ति के अर्जन/निपटान की संभावित तिथि Probable date of acquisition/disposal of property			
6.	अर्जन/निपटान की पद्धति Mode of acquisition/disposal			
7.	क) स्थान के पूर्ण विवरण जैसे नगर पालिका सं., गली/गाँव/ तालुक/जिला व राष्ट्र जहाँ यह स्थान स्थित है a) Full details about location, viz. Municipal No., Street/Village/Taluk/District and State in which situated			
	ख) यदि कृषि योग्य भूमि, सूखा या सिंचाई भूमि हो तो संपत्ति का विवरण b) Description of the property in the case of cultivable land, dry or irrigated land			
	ग) क्या पूर्ण स्वामित्व या पट्टा भूमि है c) Whether freehold or leasehold			
	घ) क्या निवेदक का हिस्सा इस संपत्ति में पूरा है या भाग (यदि हिस्सा भाग का हो तो उस हिस्से की सीमा विवरित करना चाहिए) 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)			
	ड) यदि लेन-देन सरकारी कर्मचारी के नाम पर विशेषतः नहीं है तो मालिकाना हक व हर सदस्य की हिस्सेदारी का विवरण e) In case the transaction is not exclusively in the name of the Government servant, particulars of ownership and share of each member			
8.	क) संपत्ति के क्रय/विक्रय का मूल्य (तोहफों के मामले में उनका बाजार भाव) Sale/purchase price of the property (market value in the case of gifts)			
9.	अर्जन के मामले में, स्रोत व स्रोतों से अर्थ-प्रबंध किया/किया जाना है/In case of acquisition, source or sources from which financed/proposed to be financed			
	क) निजी बचत a) Personal savings			
	ख) अन्य स्रोत, विवरण दें b) Other sources, giving details			

10.	संपत्ति के निपटान के मामले में, क्या उसके अर्जन हेतु अपेक्षित अनुमति/सूचना ली/दी गई थी (अनुमति/स्वीकृति की प्रति संलग्न करना होगा) / 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)	
11.	क) पक्ष का नाम व पता जिसके साथ लेन-देन होने की अपेक्षा है/हो चुकी है a) Name and address of the party with whom transaction is proposed to be made/ has been made	
	ख) क्या पक्ष निवेदक से नाता रखता है ? यदि हाँ, तो नातेदारी बताएँ b) Is the party related to the applicant? If so, state the relationship	
	ग) क्या निवेदक का उस पक्ष से अधिकारिक क्षमता में कभी कोई लेन-देन हुई है, या भविष्य में लेन - देन की संभावना है ? 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?	
	घ) लेन-देन कैसे व्यवस्थित की गई थी ? (क्या कियी वैधानिक संस्था या निजि एजेंसी के द्वारा, इश्तेहार के द्वारा, अथवा मित्रों या बंधुओं के द्वारा, पूर्ण विवरण दें) d) How was the transaction arranged? (Whether through any statutory body or a private agency, through advertisement or through friends and relatives. Full particulars to be given)	
12.	तोहफे द्वारा अर्जन के मामले में, क्या सी. सी. एस. (आचरण) नियम १८ के तहत भी अनुमति लेना आवश्यक है /In the case of acquisition by gift, whether sanction is also required under Rule 18 of the CCS (Conduct) Rules, 1964	
13.	निवेदक किसी अन्य तथ्य का वर्णन करना चाहता हो /Any other relevant fact which the applicant may like to mention	

घोषणा / DECLARATION

मैं, ----- एतद्वारा घोषित करता हूँ कि उपर दिए गए विवरण सत्य हैं। मैं निवेदन करता हूँ कि मुझे उस पक्ष से, जिसका नाम उपर मद ११ में वर्णित किया है, उपरोक्त संपत्ति के अर्जन/निपटान करने की अनुमति प्रदान करें/ 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.

अथवा / Or

मैं, ----- एतद्वारा संभावित संपत्ति के अर्जन/निपटान की सूचना देता हूँ। मैं घोषणा करता हूँ कि उपर दिए गए विवरण सत्य हैं/ I, _____ hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

हस्ताक्षर Signature	पदनाम Designation	कर्म संख्या Employee Number
विभाग/अनुभाग Dept./Section	दिनांक Date	स्टेशन Station

संबद्ध माध्यम के द्वारा / (Through proper channel)

नोट/Note : 1 - उपर के फार्म में विभिन्न भागों का आवश्यकतानुसार उपयोग करें /In the above form different portions may be used according to requirement.

नोट/Note : 2 - जब अग्रिम अनुमति की माँग की जा रही हो, लेन-देन के मंतव्य तिथि से, कम से कम ३० दिन पूर्व प्रस्तुत करना होगा /Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

भारतीय मानक ब्यूरो BUREAU OF INDIAN STANDARDS		चल संपत्ति के लेन-देन TRANSACTION IN RESPECT OF MOVABLE PROPERTY	VG	2
<p>चल संपत्ति के लेन-देन हेतु सी. सी. एस (आचरण) नियम, १९६४ के नियम १८(३) के अंतर्गत सूचना देने अथवा अग्रिम अनुमति लेने हेतु प्रपत्र FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE 18(3) OF THE CCS (CONDUCT) RULES 1964 FOR TRANSACTION IN RESPECT OF MOVABLE PROPERTY</p>				
1.	नाम Name	पदनाम Designation		
2.	वेतनमान व वर्तमान वेतन Scale of pay and present pay			
3.	निवेदन का मंतव्य Purpose of application	लेन-देन की अनुमति/लेन-देन की सूचना Sanction for transaction/intimation of transaction		
4.	क्या संपत्ति अर्जित/निपटान किया जा रहा है Whether property is being acquired or disposed of			
5.	क) संपत्ति के अर्जन/निपटान की संभावित तिथि a) Probable date of acquisition/disposal of property			
	ख) यदि संपत्ति पहले ही अर्जित/निपटान की जा चुकी है - लेन-देन की वास्तविक तिथि b) If the property is already acquired/disposed of - actual date of transaction			
6.	क) संपत्ति का विवरण (जैसे कि कार/ स्कूटर/ मोटर साइकल/ फ्रिज/ रेडियो/ रेडियोग्राम/ टीवी/ जेवरात/ कर्ज/ बीमा पालिसियाँ आदि) a) Description of the property (e.g. car/ scooter/ motor cycle/ refrigerator/ radio/ radiogram/ TV/ jewellery/ loans/ insurance policies, etc.)			
	ख) मेक, माडल (और वाहनों के विषय में पंजिकरण संख्या, जैसा आवश्यक हो) b) Make, model (and also registration no. in case of vehicles), where necessary			
7.	अर्जन/निपटान की पद्धति (खरीद/विक्रय, तोहफा, गिरवी, लीज या अन्य प्रकार से)/Mode of acquisition/disposal (Purchase/sale, gift, mortgage, lease or otherwise)			
8.	संपत्ति के क्रय/विक्रय का मूल्य (तोहफों के मामले में उनका बाजार भाव) / Sale/purchase price of the property (market value in the case of gifts)			
9.	अर्जन के मामले में, स्रोत व स्रोतों से अर्थ-प्रबंध किया/किया जाना है/In case of acquisition, source or sources from which financed/proposed to be financed			
	क) निजी बचत a) Personal savings			
	ख) अन्य स्रोत, विवरण दें b) Other sources, giving details			
10.	संपत्ति के निपटान के मामले में, क्या उसके अर्जन हेतु अपेक्षित अनुमति/सूचना ली/दी गई थी (अनुमति/स्वीकृती की प्रति संलग्न करना होगा) / 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)			

	<p>क) पक्ष का नाम व पता जिसके साथ लेन-देन होने की अपेक्षा है/हो चुकी है a) Name and address of the party with whom transaction is proposed to be made/ has been made</p>	
	<p>ख) क्या पक्ष निवेदक से नाता रखता है ? यदि हाँ, तो नातेदारी बताएँ b) Is the party related to the applicant? If so, state the relationship</p>	
	<p>ग) क्या निवेदक का उस पक्ष से अधिकारिक क्षमता में कभी कोई लेन-देन हुई है, या भविष्य में लेन - देन की संभावना है ? 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?</p>	
	<p>घ) पार्टी से अधिकारिक लेन-देन की प्रकृति d) Nature of official dealings with the party</p>	
	<p>ड) लेन-देन कैसे व्यवस्थित की गई थी ? (क्या कियी वैधानिक संस्था या निजि एजेंसी के द्वारा, इस्तेहार के द्वारा, अथवा मित्रों या बंधुओं के द्वारा, पूर्ण विवरण दें) e) How was the transaction arranged? (Whether through any statutory body or a private agency, through advertisements or through friends and relatives. Full particulars to be given)</p>	
<p>12.</p>	<p>तोहफे द्वारा अर्जन के मामले में, क्या सी. सी. एस. (आचरण) नियम १३ के तहत भी अनुमति लेना आवश्यक है /In the case of acquisition by gifts, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964</p>	
<p>13.</p>	<p>निवेदक किसी अन्य तथ्य का वर्णन करना चाहता हो /Any other relevant fact which the applicant may like to mention</p>	

घोषणा / DECLARATION

मैं, ----- एतद्वारा घोषित करता हूँ कि उपर दिए गए विवरण सत्य हैं । मैं निवेदन करता हूँ कि मुझे उस पक्ष से, जिसका नाम उपर मद ११ में वर्णित किया है, उपरोक्त संपत्ति के अर्जन/निपटान करने की अनुमति प्रदान करें
 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.

अथवा / Or

मैं, ----- एतद्वारा संपत्ति के अर्जन/निपटान की सूचना देता हूँ । मैं घोषणा करता हूँ कि उपर दिए गए विवरण सत्य हैं
 I _____ hereby intimate the acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

<p>हस्ताक्षर Signature</p>	<p>पदनाम Designation</p>	<p>कर्म संख्या Emp. No.</p>
<p>विभाग/अनुभाग Dept./Section</p>	<p>दिनांक Date</p>	<p>स्टेशन Station</p>

संबद्ध माध्यम के द्वारा
Through proper channel

नोट/Note : 1 - उपर के फार्म में विभिन्न भागों का आवश्यकतानुसार उपयोग करें /In the above form different portions may be used according to requirement.
 नोट/Note : 2 - जब अग्रिम अनुमति की माँग की जा रही हो, लेन-देन के मंतव्य तिथि से, कम से कम ३० दिन पूर्व प्रस्तुत करना होगा /Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

Annex-V

UNDERTAKING

I _____ s/o / d/o _____ resident of _____ do hereby undertake that I have given an amount of Rs. _____ (Rupees _____ only) as interest free loan to my _____ (relation) Shri/Ms _____ s/o,d/o,w/o _____ presently working in Bureau of Indian Standards, _____ (place of posting) for the purpose of purchase of _____ (residential plot/house/flat/vehicle, etc.) situated at _____.

The above interest free loan has been given through Cash/Bank transfer/Cheque. I enclose herewith a copy of my _____ bearing No. _____ (Aadhar Card/PAN Card/Bank statement or any Government ID Proof). It shall be returned within a period of _____ / by (date) _____.

Date:

Signature _____

I _____ certify that an amount of Rs. _____ (Rupees _____ only) has been received through Cash/Bank transfer/Cheque as Interest Free Loan for the purpose of purchase of _____ (residential plot / house / flat / vehicle, etc.) situated at _____. The interest free loan will be returned within a period of _____ / by (date) _____.

Date:

Signature :

Station:

Name :

Designation:

Employee No.

Place of Posting:

FORM 3

BUREAU OF INDIAN STANDARDS

Form of Report/Application for Permission to the Prescribed
Authority for the Building of or Addition to a House

From:

To

Sir,

*This is to report to you that I propose to build a house/to make an addition to my house.

*This is to request that permission may be granted to me for the building of a house/the addition to the house.

The estimated cost of the land and material for the construction/extension is given below:

Land —

1. Location —

Survey number _____
 Village _____
 District _____
 State _____

2. Area _____

3. Cost _____

Building Materials, etc.

	Rate	Quantity	Cost (Rs.)
1. Bricks
2. Cement
3. Iron and Steel
4. Timber
5. Sanitary Fittings
6. Electrical Fittings
7. Any other Special Fittings
8. Labour Charges
9. Other Charges, if any

Total cost of Land and Building _____

*2. The construction will be supervised by myself./The construction will be done by **

*1 do not have any official dealings with the contractor nor did I have any official dealings with him in the past.

*1 have/had official dealings with the contractor and the nature of my dealing with him is/was as under:

3. The cost of the proposed construction will be as under:

	Amount (Rs)
i) Own savings. . . .	
ii) Loans/Advances with full details	
iii) Other sources with details. . . .	
Total	_____

Signature

Designation

Employee No.

Dept.

STATION:

DATE:

(Through proper channel)

*Strike out the portion not applicable.

**Enter the name and place of business of the contractor.

FORM 4

BUREAU OF INDIAN STANDARDS

Form of Report to the Prescribed Authority after Completion of the Building/Extension of a House

From:

To

Sir,

*In my letter No. _____ dated _____ I had reported that I proposed to build a house.

*Permission was granted to me in Order No. _____ dated _____ for the building of a house.

The house has since been completed and I enclose a Valuation Report, duly certified by **

The cost of construction indicated in the enclosed Valuation Report was financed as under:

- i) Own savings
- ii) Loans/Advances with details

Signature

Designation

Employee No.

Deptt.

STATION:

DATE:

(Through proper channel)

Note: Variations, if any, between the figures given above and figures given in Form 3 may be explained suitably.

*Strike out the portions not applicable.

**A firm of Civil Engineers or Civil Engineer of repute.

VALUATION REPORT

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I/we hereby certify that I/we have valued House _____
constructed by Shri/Smt _____ and
I/we give below the value at which I/we estimate the cost of the house under the following headings:

		Cost (Rs.)
1. Bricks
2. Cement
3. Iron and Steel
4. Timber
5. Sanitary Fittings
6. Electrical Fittings
7. All other Special Fittings	
8. Labour Charges
9. All other Charges
Total Cost of the Building:		===== =====

(Signature and Designation
of the valuation authority with Stamp)

DATE:.....

F. No. 11013/2/2018-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 17 December, 2018

OFFICE MEMORANDUM

Subject: Rule 18 of the CCS (Conduct) Rules, 1964- regarding standard forms for intimation/ permission under the rules and expenditure incurred on repairs or minor construction work in respect of immovable property - regarding.

The undersigned is directed to say that in accordance with the provisions of sub-rule (2) of the Rule 18 of the CCS (Conduct) Rules, 1964, all Government servants 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 Government servant, the Govt. servant is required to obtain prior sanction of the prescribed authority. Sub-rule (3), *ibid* provides that all Govt. servants 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 Government servant, prior sanction of the 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.

2. Further, this Department's O.M. No. 11013/9/89-Estt.(A) dated 27/11/1990 provides, *inter-alia*, that where the expenditure incurred on repairs or minor constructions work in respect of any immovable property belonging to a Government servant is estimated to exceed Rs. 10,000/-, intimation to the prescribed authority was necessary. These instructions have been reviewed and in supersession of the said O.M., it has now been decided that in respect of the expenditure incurred on repairs and minor additions to an immovable property by a Government servant, an intimation shall be necessary to be given to the prescribed authority only if the estimate exceeds the limit prescribed in Rule 18(3) of CCS (Conduct) Rules, 1964. However, prior sanction of the prescribed authority should be obtained in all cases regardless of amount involved, where the transaction regarding the material purchases or contract for such repairs or minor construction, is with a person with whom the Government servant concerned has official dealings.

Contd.

3. All Ministries/ Departments/Offices are requested to bring the above guidelines to the notice of all administrative authority under their control.
4. In so far as the employees of Indian Audit and Accounts Departments are concerned, this O.M. issues after consultation with Comptroller & Auditor General of India.
5. 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


(Satish Kumar)

Under Secretary to the Govt. of India

(BIS format VG-1 to be used)

FORM-I

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(This format is same as VG-1 of BIS)

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.

(Please read the instructions before filing up the form)

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. Purpose of application: @ _____
4. Whether property is being acquired or disposed of: _____
5. Probable date of acquisition/disposal of property: _____
6. (a) Mode of acquisition β : _____
(b) Mode of disposal β : _____
7. Description of Property.

Full details about location $\$$	Description of Property. ψ	Whether freehold or leasehold.	Whether applicant's interest in the property is in full or part. $\&$	Ownership of the property. $*$	Sale/ purchase price of the property. $\#$
(a)	(b)	(c)	(d)	(e)	(f)

8. In case of acquisition, source or sources from which financed/ proposed to be financed. Ω : _____
9. 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): _____

10. Details of the Parties with whom transaction is proposed to be made:

Name and address of the party with whom transaction is proposed to be made.	Is the party related to the applicant? If so, state the relationship.	Did the applicant have any official dealing with the parties? €	How was the transaction arranged? ®
(a)	(b)	(c)	(d)

11. In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964? α

12. 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:

Date:

Signature:

Name:

Designation:

Instructions to follow while filling up the above form:

1.

Symbols	Sl. No./ Field no.	Instructions
@	3.	Purpose of application: sanction for transaction or prior intimation of transaction.
β	6.(a) and 6.(b)	Mode of acquisition/ disposal: whether Purchase/ sale/ Gift/ Mortgage/ Lease or otherwise should be mentioned.
\$	7(a)	Full details about location viz. Municipal No., Street/Village, Taluk, District and State in which the property situated.
ψ	7(b)	Type of Property: Housing and other buildings or Lands.
&	7(d)	Whether applicant's interest in the property is in full or part, in case of partial interest, extent of such interest must be indicated.
*	7(e)	Ownership of the property, in case transaction is not exclusively in the name of the Government servant, particulars of ownership and share of each member may be given.
#	7(f)	Sale/ purchase price of the property (Market value in the case of gifts)
Ω	8.	In case of acquisition, Source or sources from which proposed to financed:- (a) Personal Savings or (b) other sources giving details.
€	10(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? Write the answer in YES or NO. If yes, full details should be given
®	10(d)	How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives). Full particulars to be given.
α	11	Write the answer in YES or NO.

2. In the above form, different portions may be used according to requirement.
3. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

(BIS format VG-2 to be used)
 (This format is same as VG-2 of BIS)
 FORM-II

366

Form for giving intimation or seeking previous sanction under Rule 18 (3) of the CCS (Conduct) Rules, 1964 for transaction in respect of movable property.

(Please read the instructions before filing up the form)

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. Purpose of application: @ _____
4. Description of Movable Property

Acquisition or disposal	Date of acquisition or disposal	Details of Property \$	Mode of acquisition or disposal ©	Whether the applicant's interest in the property is in full or part. &	Ownership of the property *	Sale/ purchase price of the Property ψ
(a)	(b)	(c)	(d)	(e)	(f)	(g)

5. In case of acquisition, source or sources from which financed/ proposed to be financed. Ω _____
6. 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). _____
7. Details of the Parties with whom transaction is proposed to be made/ has been made:

Name and address of the parties.	Is the party related to the applicant? If so, state the relationship.	Did the applicant have any official dealing with the parties? €	Nature of official dealing with the party	How was the transaction arranged? ®
(a)	(b)	(c)	(d)	(e)

- 8. In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964? α _____
- 9. 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 form/to the party whose name is mentioned in item 7 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 :
Name:

Date:

Designation :

Instructions to follow while filling up the above form:

1.

Symbols	Sl. No./ Field no.	Instructions
@	3.	Purpose of application: Sanction for transaction or prior intimation of transaction.
\$	4(c)	(a) Movable property as per the Rule 18 of the CCS (Conduct) Rules, 1964 (b) Make, model and also registration No. in case of vehicle
©	4(d)	Mode of acquisition/ disposal- purchase/ sale/ gift/ mortgage/ lease or otherwise.
&	4(e)	Whether applicant's interest in the property is in full or part, In case of partial interest, the extent of such interest must be indicated.
*	4(f)	Ownership of the property, in case the transaction is not exclusively in the name of the Government servant, particulars of ownership and share of each member may be given.
ψ	4(g)	Sale/ purchase price of the property (Market value in the case of gifts)
Ω	5.	Source or sources from which financed/ proposed to financed:- (a) Personal Savings or (b) other sources giving details.
€	7(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? Write the answer in YES or NO. If yes, full details should be given
®	7(e)	Whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given
α	8	Write the answer in YES or NO.

2. In the above form, different portions may be used according to requirement.
3. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

THE SCHEDULE
(SEE RULE 13 (1))

RETURN OF ASSETS AND LIABILITIES ON FIRST APPOINTMENT/AS ON THE _____

1. Name of the Government Servant in full (In block letters) _____
2. Service to which he/ she belongs:- _____
3. Total length of service:- _____
4. i) In Non GAZETTED rank:- _____
ii) In GAZETTED rank:- _____
5. Present post and place of posting:- _____
6. Total annual income from all sources during the Calendar year immediately proceeding the 1st days of January, 200 _____

DECLARATION:-

I hereby declare that the particulars from FORM I to V are complete, true and correct on **the first appointment**, to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of Sub-Rule 1(i) of Rule 18 of the Central Civil Service (Conduct) Rule, 1964.

Date:- _____

Signature: _____

- Note:**
1. This return shall contain particulars of all assets and liabilities of the Government servant either in his own name or in the name of any other person.
 2. If a Government servant is a member of Hindu undivided Family with comparcenary rights in the properties of the family either as a "Karta" or as a member, he should indicate in the return in item No. 1 the value of such share in such property and where it is not possible to indicate the exact value of such share its appropriate value suitable explanatory notes may be added wherever necessary.

M NO: 1

362

STATEMENT OF THE IMMOVABLE PROPERTY ON FIRST APPOINTMENT/AS ON THE FIRST DAY OF JOINT
(i.e. LANDS, HOUSE, SHOPS, OTHER BUILDING ETC.)

Sl. No	Description of property	Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number etc.	Area of land case of land & Building)	Nature of land case of landed property)	Extent of interest	If not own name state in whose name held & his/her relationship if any, to the Government Servant	Date of Acquisition	How acquired (whether by purchase, mortgage, inheritance gift or otherwise) & name with details of person(s) from whom acquired (address and connection of the Government Servant if any, with the person/persons concerned) please see note 1 below	Value of property (See note 2 below)	Particulars of sanctions of prescribed authority, if any	Total annual income from property	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

Date:- _____

Signature: _____

Note:-1.

For purpose of column 9 of the term "Lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. However, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this column irrespective of the term of the lease whether it is short term or long term and periodically of the payment of the rent.

2. In Col. No. 10 should be shown (a) where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition (b) where it has been acquired by lease the total annual rent there of also (c) where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

FORM NO - II

STATEMENT OF LIQUID ASSETS ON FIRST APPOINTMENT/AS ON THE FIRST DAY OF JOINING.

- (i) Cash and Bank Balance exceeding 3 months emoluments.
- (ii) Deposits, loans advances and investments. (Such as shares, securities and debentures etc.)

Sl. No.	Description	Name and addresses of company, Bank etc.	Amount	If not in own name and address of persons in whose name held and his/her relationship with the Government Servant	Annual Income	Remarks
1	2	3	4	5	6	

Signature:

M NO - III

STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT/AS ON THE FIRST DAY OF JOINING.

Sl. No.	Description of items	Price of value at the time of acquisition and /or the total payment made upto the date of return, as the case may be, in the case of articles purchased on hire purchase or installment basi	If not in own name, name and address of the person in whose name and his/her relationship with the Government servant	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6

Date:-

Signature:

- Note:-1.** In this form/information may be given regarding items like (a) jewelry owned by him (total value) (b) Silver and other precious metals and precious stones owned by him not forming part of jewelry (total value), (c) (i) Motor Cars (ii) Scooters/Motor Cycles (iii) Refrigerators/Air-Conditions (iv) Radios/Radiograms/Television sets and any other articles, the value of which individually exceeds Rs. 1000/- (d) Value of items of movable property individually worth less than Rs. 1000/- other than articles of daily use such as clothe utensils, books, crockery etc. added together as lump sum.
- 2.** In column 5 may be indicated whether the property was acquired by purchase, inheritance gift or otherwise.
- 3.** In column 6 particulars regarding sanctions obtained or report made in respect of various transactions may be given.

FORM NO - IV

STATEMENT OF PROVIDENT FUND AND LIFE INSURANCE POLICY ON FIRST APPOINTMENT/AS ON THE FIRST DAY OF JOINING.

Sl No.	Insurance policy No. and date of policy	Name of insurance Company	Sum Insured/ date of maturity	Amount of Annual premium	PROVIDENT FUND			Total	Remarks (If there is any dispute regarding closing balance of the Government Provident Fund should be mentioned in this column)
					Type of provident funds/ GPF/CPF Account No.	Closing balance as last reported by the Audit /A. O along with date of such balance	Contribution made subsequently		
1	2	3	4	5	6	7	8	9	10

Signature: _____

FORM NO - V

STATEMENT OF DEBTS AND OTHER LIABILITIES ON FIRST APPOINTMENT/AS ON THE FIRST DAY OF JOINT

Sl. No.	Amount	Name and address of creditor	Date of incurring liability	Detail of transaction	Remarks
1	2	3	4	5	

Date: _____
Signature: _____

- Note:-**
- Individual items of loans not exceeding three months emoluments of Rs. 1000/- whichever is less need be included.
 - In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.
 - The term "emoluments" means pay and allowances received by the Government servant.
 - The statement should also include various loans and advances available to Government servant like advance for purchase of conveyances, house-building advance etc. (other than advances of pay and traveling allowance) advances from the G. P. F. and loans on Life Insurance policies and fixed deposit.

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01 जनवरी 20 तक अचल सम्पत्ति का विवरण
STATEMENT OF IMMOVABLE PROPERTY
AS ON 01 JANUARY 20

VG 6

भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

कर्मचारी का नाम (पूर्व) Name of employee (in full)	विभाग/अनुभाग Dept./Section	स्थान Station
समूह Group	पदनाम Designation	कर्म संख्या Emp. No.

जहाँ सम्पत्ति हो उस जिला, तहसील, तालुक और गांव का पता Name of District, sub-division, taluk and village in which property is situated	वर्तमान बतन Present Pay		वर्तमान मूल्य *Present Value	यदि अपने नाम पर न हो तो बताए किसके नाम पर है और ब्यूरो के कर्मचारी से उसका क्या रिश्ता है / If not in own name, state in whose name held and his/her relationship to the Bureau employee	कैसे प्राप्त की, खरीदी पट्टे पर, गिरवी, विरासत, दान अथवा अन्य किसी प्रकार से प्राप्त, की तिथि और जिस व्यक्ति से प्राप्त की उसके ब्यौरे / How @acquired whether by purchase, Stease, mortgage, inheritance, gift or otherwise, with date of acquisition & name with details of person from whom acquired	सम्पत्ति से वार्षिक आय Annual Income from the property	टिप्पणी Remarks
	सम्पत्ति का नाम और विवरण Name and details of property	आवास तथा अन्य इमारतें Housing & other Building					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

* अगर वर्तमान मूल्य सही आंकना सम्भव न हो तो वर्तमान स्थितियों में अनुमानित मूल्य बताएँ / In case where it is not possible to assess the value accurately the approximate value in relation to present condition may be indicated.
@ यदि पिछले वर्ष सम्पत्ति प्राप्त करने के बजाय, बेची/दी गई हो तो विक्री, दान, इत्यादि द्वारा विक्रय/दान के ब्यौरे, जिस व्यक्ति को बेची/दी गई हो उसका नाम, पता और तिथि खंड (C) में दिए जाएँ / In case there is no acquisition but disposal of any property has been made during the preceding calendar year the particulars of disposal by sale, gift etc. with name and address of the person to whom disposed of and date of disposal may be given in column 8 of the statement

§ अल्पकालीन पट्टे को शामिल करें / Includes short-term lease also
नोट: यह घोषणा पत्र केन्द्रीय सार्वजनिक सेवा (आवरण) नियम, 1964 के नियम 18.1 के अधीन तैयार की गई है। इसमें उसके बाद बारह महीने के अंतराल से भरना होता है। इसमें उसके पार, उसके नाम पर या उसके परिवार के किसी सदस्य के नाम अथवा किसी अन्य व्यक्ति के नाम से जो भी सम्पत्ति खरीदी, विरासत में पाई या पट्टे पर अथवा गिरवी द्वारा प्राप्त की हो उसके ब्यौरे दिए जाएँ।
Note: The declaration form is required to be filled in and submitted by groups A and B employees under Rule 18.1 of the Central Civil Services (Conduct) Rules, 1964 on first appointment in the Bureau and thereafter at intervals of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held on lease or mortgage, either in his name or in the name of any member of his family or in the name of any other person.

दिनांक Date	हस्ताक्षर Signature
----------------	------------------------

No. 11012/11/2007-Estt.A
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, Dated 27th September, 2011

OFFICE MEMORANDUM

Subject: Guidelines regarding grant of 'Vigilance Clearance' to members of Central Civil Services / Posts.

The undersigned is directed to say that it has been decided by the Government that officers who have not submitted the Annual Immovable Property Returns by the prescribed time would be denied vigilance clearance and will not be considered for empanelment for senior level posts in Government of India.

2. Accordingly, in this Department's OM No. 11012/11/2007-Estt.A dated 14.12.2007, laying down guidelines regarding grant of vigilance clearance to members of Central Civil Services / Posts, in para 2 a new sub-para (f) will be inserted as under:

(f) Vigilance clearance shall be denied to an officer if he fails to submit his annual immovable property return of the previous year by 31st January of the following year, as required under Government of India decisions under Rule 18 of the Central Civil Services (Conduct) Rule, 1964.


(U.S. Chattopadhyay)

Under Secretary to the Government of India

All Ministries / Departments

Copy to:

1. Prime Minister's Office (w.r.t. their I.D. No. 600/31/C/33/2011-ES2, dated 15.03.2011)
2. Cabinet Secretariat
3. Secretary, CVC
4. UPSC
5. C&AG
6. MIC (DOP&T Cell) with the request to upload this O.M. on the website of DOP&T.

MOST IMMEDIATE

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No. 11012/11/2007-Estt. (A)
Government of India
Ministry of Personnel & Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi,
Dated the 14th December, 2007

OFFICE MEMORANDUM

Subject:- Guidelines regarding grant of vigilance clearance to members of the Central Civil Services/Central Civil posts.

The undersigned is directed to say that the matter regarding guidelines for giving vigilance clearance to members of the Central Civil Services/Central Civil posts has been reviewed by the Department of Personnel & Training and it has been decided that the following guidelines for the grant of vigilance clearance to the Government servants belonging to the Central Civil Services/ Central Civil posts shall be applicable with immediate effect:

1. These orders regarding accordance of vigilance clearance to members of the Central Civil Services/posts shall be applicable with respect to (a) empanelment (b) any deputation for which clearance is necessary, (c) appointments to sensitive posts and assignments to training programmes (except mandatory training). In all these cases, the vigilance status may be placed before and considered by the Competent Authority before a decision is taken.
2. The circumstances under which vigilance clearance shall not be withheld shall be as under:
 - a) Vigilance clearance shall not be withheld due to the filing of a complaint, unless it is established on the basis of at least a preliminary inquiry or on the basis of any information that the concerned Department may already have in its possession, that there is, prima facie, substance to verifiable allegations regarding (i) corruption (ii) possession of assets disproportionate to known sources of income (iii) moral turpitude (iv) violation of the Central Civil Services (Conduct) Rules, 1964.
 - b) Vigilance clearance shall not be withheld if a preliminary inquiry mentioned in 2(a) above takes more than three months to be completed.

...2/-

- c) **Vigilance clearance shall not be withheld unless (i) the officer is under suspension (ii) a chargesheet has been issued against the officer in a disciplinary proceeding and the proceeding is pending (iii) orders for instituting disciplinary proceeding against the officer have been issued by the Disciplinary Authority provided that the chargesheet is served within three months from the date of passing such order (iv) chargesheet has been filed in a Court by the Investigating Agency in a criminal case and the case is pending (v) orders for instituting a criminal case against the officer have been issued by the Disciplinary Authority provided that the chargesheet is served within three months from the date of initiating proceedings (vi) sanction for investigation or prosecution has been granted by the Competent Authority in a case under the PC Act or any other criminal matter (vii) an FIR has been filed or a case registered by the concerned Department against the officer provided that the charge sheet is served within three months from the date of filing/registering the FIR/case and (viii) The officer is involved in a trap/raid case on charges of corruption and investigation is pending.**
- d) **Vigilance clearance shall not be withheld due to an FIR filed on the basis of a private complaint unless a chargesheet has been filed by the investigating agency provided that there are no directions to the contrary by a competent court of law.**
- e) **Vigilance clearance shall not be withheld even after sanction for prosecution if the investigating agency has not been able to complete its investigations and file charges within a period of two years. However, such vigilance clearance will entitle the officer to be considered only to be appointed to non-sensitive posts and premature repatriation to the parent cadre in case he is on deputation and not for any other dispensation listed in para 1 of this O.M..**

3. In cases where complaints have been referred to the administrative authority concerned, and no substantive response has been received from such administrative authority concerned within three months from the date on which the reference was made, the Disciplinary Authority may provide a copy of the complaint to the officer concerned to seek his comments. If the comments are found to be prima facie satisfactory by the Competent Authority, vigilance clearance shall be accorded.

4. Vigilance clearance shall be decided on a case-by-case basis by the Competent Authority keeping in view the sensitivity of the purpose, the gravity

of the charges and the facts and circumstances, in the following situations:

- a) where the investigating agency has found no substance in the allegation but the Court refuses to permit closure of the FIR.; and
- b) where the investigating agency/inquiry officer holds the charges as proved but the competent administrative authority differs, or the converse.

5. While considering cases for grant of vigilance clearance for the purpose of empanelment of members of the Central Civil Services/Central Civil posts of a particular batch, the vigilance clearance/status will continue to be ascertained from the respective Cadre Authority. In all such cases, the comments of the Central Vigilance Commission will be obtained. However, if no comments are received within a period of three months, it will be presumed that there is nothing adverse against the officer on the records of the body concerned.

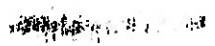
6. Vigilance clearance will be issued in all cases with the approval of the Head of Vigilance Division for officers upto one level below their seniority in service. In the case of officers of the level of Additional Secretary/Secretary, this will be issued with the approval of the Secretary. In case of doubt, orders of the Secretary will be obtained keeping in view the purpose for which the vigilance clearance is required by the indenting authority.

7. Vigilance clearance will not normally be granted for a period of three years after the currency of the punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, vigilance clearance will not normally be granted for a period of five years, after the currency of punishment. During the period, the performance of the officer should be closely watched.

8. Insofar as the personnel serving in the Indian audit and accounts Department are concerned, these instructions have been issued after consultation with the Comptroller and Auditor General of India.

9 All the Ministries/Departments are requested to bring the above guidelines for the notice of all concerned for information and compliance.

(Signature)
(P. Prabhakaran)
Deputy Secretary to the Government of India



Copy forwarded to :

1. Prime Minister's Office (with reference to their I.D. No. 600/68/13/07-ESII, dated 24.10.2007).
2. Cabinet Secretariat.
3. Ministries/Departments of the Government of India.
4. Secretary, Central Vigilance Commission.
5. Central Bureau of Investigation, New Delhi
6. Union Public Service Commission, New Delhi
7. Comptroller and Auditor General of India, New Delhi

Copy to:

- (i) PS to MOS(PP)
- (ii) PPS to Secretary(P)
- (iii) PPS to AS(S&V)
- (iv) PPS to EO & AS
- (v) PS to JS(E)
- (vi) PS to JS(V) (w.r.t. AVD Division's O.M. No. 104/33/2005-AVD-I dated 31.10.2007).



(P. Prabhakaran)
Deputy Secretary to the Government of India

सीसीएस (आचरण) नियम १९६४ के नियम १८(४) के अंतर्गत शेयरों, प्रतिभितियों, डिबेचरों आदि से लेन देन और म्यूचुअल फंड योजनाओं आदि में किए गए निवेश की जानकारी देने हेतु प्रोफोर्मा
Form for giving intimation under Rule 18(4) of CCS (Conduct) Rules, 1964 for transactions in shares, securities, debentures and investment in mutual fund schemes etc.

1. नाम और पदनाम/Name & Designation
2. वेतनमान और वर्तमान वेतन/Scale of pay and present pay
3. शेयरों, प्रतिभितियों, डिबेचरों, म्यूचुअल फंड योजनाओं आदि में वर्ष २०___ में किए गए प्रत्येक निवेश का विवरण
 Details of each transaction made in shares, securities, debentures, mutual funds scheme etc. during the calendar year – 20___
4. उस पार्टी/कंपनी का विवरण जिसके साथ लेन देन किया गया
 Particulars of the party/firm with whom transaction is made:-
 - a) क्या पार्टी आवेदक से संबंध रखती है ?
 Is party related to the applicant?
 - b) क्या आवेदक का अधिकारिक तौर पर पार्टी के साथ किसी समय कोई संपर्क रहा है अथवा निकट भविष्य में उसका पार्टी से कोई संबंध हो सकता है ?
 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.
5. वित्त का अथवा के स्रोत/Source or sources from which financed:-
 - a) व्यक्तिगत बचत/Personal savings:
 - b) अन्य स्रोतों का विवरण दें/Other sources giving details
6. अन्य कोई संबंधित जानकारी जिसका उल्लेख आवेदक करना चाहता हो:
 Any other relevant fact which applicant may like to mention

घोषणा/Declaration

मैं एतद्वारा घोषणा करता हूँ कि उक्त विवरण सत्य है । I hereby declare that the particulars given above are true.

स्थान/Station:

तिथि/Date:

हस्ताक्षर/Signature

पदनाम/Designation

विभाग/Department

कर्मचारी संख्या/Employee No

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

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 31st 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.
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.

Contd..

-3-

- 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 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

This format is same as Annex - XVIII ³⁴⁷

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

Extract

Punitive action for failure to submit Annual Immovable Property Returns in time

In accordance with the provisions of clause (ii) of Rule 18 (1) of the CCS (Conduct) Rules, 1964, every Government servant holding a Group 'A' or 'B' post is required to submit an annual return 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. It has been prescribed in MHA OM No. 25/10/55-Estt. (A) dated 12.01.1956 that such reports shall be submitted in the month of January, every year. The form used for this purpose has also been prescribed under the said OM. The need for obtaining these returns regularly and making careful scrutiny of the same was reiterated from time to time.

2. It has, however, been noticed that these returns are not submitted in time in many cases. Ministries/Departments are, therefore, requested to ensure that these returns are submitted by all Group 'A' and 'B' officers under their control in respect of every calendar year by 31st January of the next year. It may be impressed upon them that failure on the part of a Government servant to comply with the requirement of the aforesaid rule can form good and sufficient reason for instituting disciplinary proceedings against him. Strict action may be taken against employees who fail to submit the returns in time or furnish wrong information.

[DOPT OM No. 11013/12/93-Estt.(A), dated 24.01.1994]

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
011-24600200

फैक्स / Fax :
011-24651186



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

सं./No. 020/VGLJ023/466758

दिनांक / Dated. 23.11.2020

Office Order No. 17/11/2020

Subject: Filing of Immovable/Movable Property Return by officers/officials

Timely filing of property return by the officials of Ministries/ Departments/ Organisations is one of the mandatory requirement under Conduct Rules. Property returns are also a good tool for CVOs to detect the source of funding of the assets of the officials and to find out whether these have been acquired through legal means. Non-filing of property returns constitutes good and sufficient reasons for instituting disciplinary action against the delinquent officials.

2. While examining the reports submitted by some of the CVOs, the Commission has observed that in most of the organisations, many of the officers/officials are yet to file their Annual Immovable/Movable Property Return (IPR/MPR) for the previous year i.e. 2019. In most organisations, the last date for filing of return is 31st January. Almost nine months have since lapsed and the organisations are yet to secure 100% compliance in this regard.

3. The Commission has expressed its deep concern at such a prolonged delay in filing of IPR/MPR by the officers/officials of organisations and has directed to complete the exercise latest by 30th November, 2020 to achieve 100% compliance. Those officers/officials who do not file their IPR/MPR by 30.11.2020, appropriate disciplinary action may be initiated against them.

4. All CVOs/Administrative authorities should ensure strict compliance to the above instructions under intimation to the Commission.

(M. A. Khan)

Officer on Special Duty

To:

1. All Secretaries of Ministries / Departments of Govt / CMDs/Chief Executives/ Heads of CPSEs / PSBs / PSICs / FIs / Autonomous Organisations, etc.

2. All Chief Vigilance Officers of Ministries / Departments / CPSEs / PSBs / PSICs / FIs / Autonomous Organisations, etc.