

**Through Website**

कार्यालय रक्षा लेखा महानियंत्रक  
Office of the Controller General of Defence Accounts

उलन बटार मार्ग, पालम, दिल्ली छावनी-110010  
Ulan Batar Road, Palam, Delhi Cantt 110010

No. AN/XIII/13006/2A/Vol-XXI

Dated 12.03.2019

To,

The Principal Controllers / Controllers

Subject: Strengthening vigilance set-up: Timely completion of vigilance case.

The under mentioned Office Memorandum issued by the Department of Personnel and Training on the subject noted against each are attached herewith for information, guidance and necessary action.

<b><u>Sl.</u></b>	<b><u>O M No. and date</u></b>	<b><u>Subject</u></b>
i	F No. 11013/2/2018-Estt. dated 17.12.2018	: 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.
ii	F No. 11013/6/2018-Estt. dated 07.02.2019	: CCS (Conduct) Rules, 1964 –Revision in limit for intimation in respect of transactions in sale purchase of shares, securities, debentures etc.



(Mustaq Ahmad)  
Sr. Dy. CGDA (Admin)

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

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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

**FORM-I**

**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.**

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(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:

Signature:

Date:

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.

## FORM-II

### 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?  $\alpha$  \_\_\_\_\_
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.

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)

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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..

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

**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