भारत सरकार **GOVERNMENT OF INDIA**
वित्त मंत्रालय **MINISTRY OF FINANCE**
राजस्व विभाग **DEPARTMENT OF REVENUE**
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINICIPAL COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क, कोच्चि
CENTRAL TAX AND CENTRAL EXCISE, KOCHI
केन्द्रीय राजस्व भवन, **CENTRAL REVENUE BUILDING**
आई. एस. प्रेस रोड, कोच्चि, **I.S. PRESS ROAD, KOCHI-682 018**
E-mail: cexcochi@nic.in **Fax: 0484-2390608** **Phone: 0484-2390404**

सी.सं. **C.No. II/39/76/2018 Vig.Cx.Chn.** 1156/19 दिनांक **Date: 11.02.2019**

Sub: - Rule 18 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 immobile property-regarding.

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Please find enclosed DoP&T OM F. No.11013/2/2018 dated 17.12.2018 and FORM-I(Intimation under rule 18(2) in respect of immovable property) and FORM-II(Intimation under rule 18(3) in respect of movable property) for information and necessary action.

Henceforth all intimations under Rule 18 must be filed under the prescribed format above.

Rajeswari

(राजेश्वरी आर. नायर/**Rajeswari R. Nair**)
संयुक्त आयुक्त (का. व सत.) /**Joint Commissioner (P&V)**

प्रतिलिपि / Copy to:

1. उप आयुक्त/ सहायक आयुक्त, केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
चालकुडी/ अलुवा/ तृश्शूर/ एर्णाकुलम/ काक्कनाड/ पेरुम्बवूर/ इडुक्की मण्डल
The Dy. Commissioners/ Asst. Commissioners of Central Tax and Central Excise Chalakudy/Aluva/Thrissur/Ernakulam/Kakkanad/Perumbavoor/Idukki Division.

2. अधीक्षक (कंप्यूटर कक्ष) आई.पी.आर. दर्ज करने की परिपत्र की एक प्रति के साथ-विभागीय वेबसाइट में अपलोड करने हेतु/ The Superintendent (Computer Cell)- to upload in website.

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.

(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:

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.
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 <u>at least 30 days before the proposed date of the transaction</u>.

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 <u>at least 30 days before the proposed date of the transaction</u>.