



Central Pollution Control Board
(Ministry of Environment, Forest & Climate Change, Govt. of India)
Parivesh Bhawan, East Arjun Nagar,

Dated: 02 August, 2022

OFFICE MEMORANDUM

The undersigned is directed to state that in accordance with the provisions Rule 18 of CCS (Conduct) Rules 1964, all officials 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 official is required to obtain prior sanction of the prescribed authority. Accordingly Sub-Rules (3) of Rule 18 of the CCS (Conduct) Rules, 1964 provides that all officials should give an intimation to the prescribed authority within one month of entering into any transaction of **movable property**, if the value of which exceeds the monetary limits prescribed in that Rule **i.e. two months basic pay of the official.**

2. In terms of DoPT OM dated 27 Nov 1990, expenditures incurred on repairs or minor constructions works in respect of any immovable property, which exceeds the prescribed limit i.e. two months basic pay of the official shall also be intimated to the prescribed authority.
3. The expression of movable property as elaborated in the above Rule includes
 - (a) Jewellery, insurance Policies, the annual premia of which exceeds two months basic pay of the Government Servant, shares, securities and debentures.
 - (b) All loans, whether secured or not, advanced or taken by the Govt Servant
 - (c) Motor cars, Motor cycles or any other means of conveyance cost of which exceeds the prescribed limit
 - (d) Refrigerators, TVs etc cost of which exceeds the prescribed limit
4. The details of immovable and movable property on its acquisition/disposal are to be furnished along with supporting documents of sources of fund from which financed in the attached **Form I and II respectively.** An updated property returns may also be submitted subsequently. **Noncompliance of laid down instructions on the acquisition/disposal of movable/immovable properties will attract action from Vigilance angle under relevant Rules.**
5. All officials are requested to ensure compliance of above instructions.
6. This issues with the approval of Competent Authority.


(R. Krishnamoorthy)
Section Officer (P)

Encls.: As above.

Distribution

All D.Hs, H.O. CPCB
Delhi - For kind information and needful action please. It is also requested to bring the above guidelines/instructions to the notice of all officials working under them for necessary compliance please.

All R.D.s, CPCB. - -do-

AO to MS - For kind info of MS please.



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.

1. Name and Designation.
2. Scale of Pay and present pay.
3. Purpose of application-sanction for transaction/prior intimation of transaction.
4. Whether property is being acquired or disposed of.
5. Probable date of acquisition/disposal of property.
6. Mode of acquisition/disposal
- 7.(a) Full details about location, viz. Municipal No., Street/Village, Taluk, District and State in which situated.
- (b) Description of the property, in the case of cultivable land, dry or irrigated land.
- (c) Whether freehold or leasehold.
- (d) Whether the applicant's interest in the property is in full or part. (in case of partial interest, the extent of such interest must be indicated).
- (e) In case the transaction is not exclusively in the name of the Government servant. Particulars of ownership and share of each member.
8. Sale/purchase price of the property.

(Market value in the case of gifts)
9. In cases of acquisition, source or sources from which financed/proposed to be financed:-

(a) Personal savings

(b) Other sources giving details..

Contd.../-

10. 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.(a) Name and address of the party with whom transaction is proposed to be made.
- (b) Is the party related to the applicant?
If so, state the relationship.
- (c) Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future?
- (d) How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given).
12. In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964.
13. Any other relevant fact which the applicant may like to mention.

DECLARATION

I, hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in item 11 above.

OR

I, hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station :

Signature :

Date :

Designation :

Note:

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

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? 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.