



प्रधानमहालेखाकार (ले.प.1) का कार्यालय, केरल, तिरुवनंतपुरम  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT I),  
KERALA, THIRUVANANTHAPURAM**



No.Au/Admn.IV/14-9/Vol. XI

Dated: 05.10.2021

**CIRCULAR No. 33**

Sub:- Obtaining permission under CCS Conduct Rules

It has come to the notice that officers/Officials of this office are not seeking prior intimation/sanction for transaction in respect of purchase/dispose of movable/immovable property. All officials are required to follow provisions under Rule 18 (2) and (3) of CCS (Conduct) rules.

1. As per rule 18 (2) of CCS (Conduct) Rules, 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/her own name or in the name of any member of his/her 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 dealing with him/her.
2. Rule 18(3) of CCS (Conduct) Rules stipulates that where a Govt. servant enters into a transaction in respect of **movable property** either in his/her own name or in the name of the member of his/her family, he/she 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 Govt. servant if any such transaction is with a person having official dealings with him/her. The expression "movable property" includes -
  - a) Jewellery, insurance policies, the annual premia of which exceeds two months basic pay of the Govt. servant, Shares, securities and debentures;
  - b) all loans, whether secured or not, advanced or taken by the Government servant.
  - c) Motor cars, motor cycles or any other means of conveyance.
3. Details of immovable property owned by officials of the staff members including spouse and dependent family members shall promptly be disclosed in the annual immovable property returns.
4. Failure/non compliance of this will be taken seriously.

*(vide orders dated 04.10.2021 of Principal Accountant General)*

To

**Sr. Deputy Accountant General (Admn)**

All sections, Notice Board