



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारीगुजरात (, अहमदाबाद शाखा,
लेखा परीक्षा भवन, नवरंगपुरा, अहमदाबाद-380009
O/o The Principal Accountant General (A&E) Gujarat,
Ahmedabad Branch " Audit Bhavan" Navrangpura, Ahmedabad-
380009

Circular No. WM-I/09 Dated:06.02.2025

In terms of Ministry of personnel, Public Grievances And Pensions, Department Of Personnel & Training. New Delhi's Office Memorandum Dated 17.12.2018 and in accordance sub-rule (2) & (3) of the Rule 18 of the CCS (Conduct) Rules, 1964:-

कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग, नई दिल्ली का कार्यालय ज्ञापन दिनांक 17.12.2018 और सीसीएस (आचरण) नियम, 1964 के नियम 18 के उप-नियम (2) और (3) के अनुसार:-

1. All Government servants 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 the Government servant, the Govt. servant is required to obtain prior sanction of prescribed authority.
सभी सरकारी कर्मचारियों को अपने नाम पर या परिवार के किसी सदस्य के नाम पर अचल संपत्ति का कोई भी लेनदेन करने से पहले निर्धारित प्राधिकारी को एक रिपोर्ट देनी होगी। यदि लेन-देन किसी ऐसे व्यक्ति के साथ है जिसका कोई आधिकारिक लेन-देन है तो सरकारी कर्मचारी, को निर्धारित प्राधिकारी की पूर्व मंजूरी प्राप्त करना आवश्यक है।
2. Sub-rule (3) 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 Govt. servant, prior sanction of the prescribed authority is necessary. उपनियम (3) में प्रावधान है कि सभी सरकारी नौकरों को चल संपत्ति के किसी भी लेनदेन में प्रवेश करने के एक महीने के भीतर निर्धारित प्राधिकारी को सूचना देनी चाहिए, जिसका मूल्य उस नियम में निर्धारित मौद्रिक सीमा से अधिक है। यदि ऐसा कोई लेन-देन सरकार के साथ आधिकारिक व्यवहार वाले किसी व्यक्ति के साथ है तो सरकारी नौकर के लिए निर्धारित प्राधिकारी की पूर्व अनुमति आवश्यक है।
3. All requests for obtaining prior sanction and making intimation about transactions immovable and movable property may be made in the enclosed standard Form I and Form II, respectively.

पूर्व मंजूरी प्राप्त करने और अचल और चल संपत्ति के लेनदेन के बारे में सूचना देने के सभी अनुरोध क्रमशः संलग्न मानक फॉर्म I और फॉर्म II में किए जा सकते हैं।

4. In respect of the expenditure incurred on repairs and minor additions to an immovable property by a Govt. 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.

किसी सरकारी कार्मिक द्वारा अचल संपत्ति की मरम्मत और मामूली परिवर्धन पर किए गए व्यय के संबंध में सेवक, निर्धारित प्राधिकारी को सूचना तभी देना आवश्यक होगा जब अनुमान सीसीएस (आचरण) नियम, 1964 के नियम 18 (3) में निर्धारित सीमा से अधिक हो।

All DAOs/DAs are hereby directed to adhere to the above rules. Permission regarding immovable properties must be taken in advance before acquisition or disposal of properties सभी डीएओ/डीए को उपरोक्त नियमों का पालन करने का निर्देश दिया जाता है। संपत्तियों के अधिग्रहण या निपटान से पहले अचल संपत्तियों के संबंध में अनुमति पहले से लेनी होगी।

(Authority: Sr. DAG (AE)'s orders dated:- 06.02.2025)

NO. WM-5/Accounts/Ow. NO. 1734 - Dt. 10-02-25

Encl: Form I & II

21/2/25
Sr.Accounts officer/WM-I

To,

1. The Sr. Accounts Officer IT- Support Cell, O/o The Pr. Accountant General (A&E). Rajkot, for uploading in the website of office.
2. Shri Rajkumar Meena General Secretary, DAO/DA's Association, Gujarat Ahmedabad for circulation amongst Div. Accountant's Cadre.
3. Circular File.

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 and Designation _____
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. Mode of acquisition/disposal _____
7. Description of Property.

| Full details about location ^s | Type of Property. | Whether freehold or leasehold. | Whether the 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 parties. | Is the party related to the applicant? If so, state the relationship. | Did the applicant have any official dealing with the parties? ^ε | 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:
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. |
| \$ | 7(a) | Give the full detail viz. Municipal No., Street/Village, Taluk, District and State in which the property situated. |
| % | 7(b) | Type of Property: Housing and other buildings or Lands |
| & | 7(d) | In case of partial interest, the extent of such interest must be indicated. |
| * | 7(e) | 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. |
| # | 7(f) | Sale/ purchase price of the property. Market value in the case of gifts |
| Ω | 8. | Source or sources from which financed/ 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) | 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? 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.