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No.WM-I/E-IV

Dated: 03/01/2025

### CIRCULAR-47

Attention of all the Sr. Divisional Accounts Officers/Divisional Accounts Officers Gr-I/Gr-II/Divisional Accountants is invited to this office Circular No. 10 dated 17/03/2021 and Circular No.24 dated 13/09/2023 bringing out the provisions of Rule 18 (2) and Rule 18(3) of the CCS (Conduct) Rules, 1964. However, in spite of the specific directives, it is observed that still the officials submit belated application or use incorrect format. The competent authority has viewed this very seriously.

In order to avoid repetition of such instances in future, the relevant provisions are once again reiterated below for strict compliance of all the officers/officials in Divisional Accountants' cadre.

a. '**prior sanction**' is required where the transaction (for both movable property and immovable property) in question is with a person having any official dealings with the Government servant [Rule 18 (2) and Rule 18(3) of the CCS (Conduct) Rules, 1964].

b. '**prior intimation**' is required where the transaction involved is of immovable property and with a person **not** having any official dealings with the Government servant [Rule 18 (2) of the CCS (Conduct) Rules, 1964].

c. '**intimation within one month of entering into transaction**' is required where the transaction involved is of movable property and with a person **not** having any official dealings with the Government servant [Rule 18(3) of the CCS (Conduct) Rules, 1964].

d. '**intimation**' to the prescribed authority shall be necessary in respect of the expenditure incurred on repairs and minor additions to an immovable property by a Government servant only if the estimate exceeds the limit prescribed in Rule 18(3) of the 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 required to be purchased or contract for such repairs or minor construction, is with a person with whom the Government servant concerned has official dealings [Para 2 of Dept. of Personnel & Training, O.M. No. F. No. 11013/2/2018-Estt.A-III dated 17<sup>th</sup> December, 2018].

e. In terms of the provisions contained in EXPLANATION-I below Rule 18 of the C.C.S. (Conduct) Rules, 1964, for the purposes of Rule 18 *ibid*, **all loans** (whether secured or not) advanced or taken by the Government servant is treated as "**movable property**".

f. All requests for obtaining prior sanction and making intimation about transactions in respect of immovable and movable property is to be made in the enclosed standard Form-I and Form-II, respectively. (**Formats are enclosed with the circular for ready reference**).

g. All are advised to go through '**Instructions to follow while filing up the form**' given below the Form-I/II carefully and fill-in all the columns properly including the correct option in the 'Declaration' portion at the end of Form.

It should be noted that if the application is not in the prescribed format and if found incomplete, then it will not be considered as application for prior intimation/prior sanction under the CCS (Conduct) Rules.

h. In terms of Govt. of India, Ministry of Personnel, Public Grievances and Pension, Dept of Personnel & Training, O.M. No. F. No.11013/2/2018-Estt.A.-III dated 17th December 2018, where previous sanction [(a) and (d) above] is asked for, **the application should be submitted at least 30 days before the proposed date of transaction.**

i. In case of 'prior intimation' in the case of immovable property [(b) above], **the application should be submitted at least 15 days before the proposed date of transaction.**

j. Other format related to permission to the prescribed authority for the building of or addition to a home [see decision No (4) below Rule 18] and report to the prescribed authority after completion of the building/extension of a house [referred to in Decision No.(2) below Rule 18] and intimation under Rule 18(4) for transactions in shares, securities, debentures and investment in mutual fund schemes, etc, are also enclosed with the Circular for ready reference.

**Encl: Proforma of form-I & II, III, IV**

-sd-

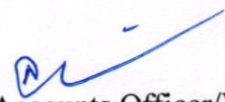
Sr. Dy. Accountant General (Works Accounts)

No.WM-I/E-IV/

Dated: 03/01/2025

Copy (by email) to:-

1. The Sr. Accounts Officer/WM-Cell, O/o the Pr. Accountant General (A&E)-I, 101, M.K. Marg, Mumbai - 400 020.
2. All the Sr. DAO/DAO/DAs (as per mailing list)
3. The General Secretary, DAO/DAs Association
4. Circular file.

  
Sr. Accounts Officer/WM-I

**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 §	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? €	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 \_\_\_\_\_
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 <sup>s</sup>	Mode of acquisition/ disposal <sup>c</sup>	Sale/ purchase price of the property <sup>v</sup>
(a)	(b)	(c)	(d)	(e)

5. In case of acquisition, source or sources from which financed/ proposed to be financed.<sup>Ω</sup> \_\_\_\_\_
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? <sup>ε</sup>	Nature of official dealing with the party	How was the transaction arranged? <sup>®</sup>
(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?<sup>α</sup>
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 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 :

**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.
ψ	4(e)	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.

FORM

3

{ See Decision for permission to the prescribed }  
Form of report/application for permission to the prescribed  
authority for the building of or addition to a house.

Sir,

1

This is to report to you that I propose to build a house/to make an addition to my house.

1

This is to request that permission may be granted to me for the building of a house/the addition to the house.

The estimate cost of the land and materials for the construction extension is given below -

- (1) Location :  
Survey number :  
Village :  
District :  
State :  
(2) Area :  
(3) Cost :

Building Materials, etc. (in approx)

- 1) Bricks  
2) Cement  
3) Iron and Steel  
4) Timber  
5) Sanitary  
6) Electrical Fittings  
7) Any other Special Fittings  
8) Labour Charges  
9) Other Charges, sands, aggregate  
10) Miscellaneous

Rate	Quantity	Cost

Total cost of Land and Building :

2. The construction will be supervised by myself./ The construction will be done by me and family

1

I do not have any official dealings with the contractor nor did I have any official dealings with him in the past.

3. The cost of the proposed construction will be as under -

**Amount:**

(i) Own savings :

(ii) Loans/Advances with full details:

(iii) Other sources with details

(iv) Others

(v) Other Sources

(vi) Other

TOTAL :

**Yours faithfully,**

(XXXXXXXXXX)  
Designation:

1. Strike out the portions not applicable
2. Enter the name and place of business of the contractor



{Referred to in Decision No. (2) below Rule 18}  
FORM OF REPORT TO THE PRESCRIBED AUTHORITY AFTER COMPLETION OF  
THE BUILDING/EXTENTION OF A HOUSE

To

Sir,

In my Letter No ..... ,dated.....,I had reported that I proposed to build a house.

1. Permission was granted to me in Order No.....dated .....for the building of a house.

The house has since been completed and I enclose a Valuation Report, duly certified by .....

2. The cost of construction indicated in the enclosed Valuation Report was financed as under:-

Sl no	Source of Finance	Amount
i)	Own Savings	

Yours faithfully

Signature

Name (in Block letter)

Designation:

Section:

Note: -Variation, if any, between the figures given above and figures given in Form2 may be explained suitably.

VALUATION REPORT

I/We hereby certify that I/we valued House  
.....constructed by  
Shri/Smt.....and I/We give below the value  
at which I/We estimate the cost of the house under the following headings:

Sl No	Heading	Cost
1.	Bricks	
2.	Cement	
3.	Iron & Steel	
4.	Timber	
5.	Sanitary Fittings	
6.	Electrical fittings	
7.	All other special fittings	
8.	Labour charges	
9.	All other charges	
10.		
11.		
12.	Total Cost of the Building	

Total cost of Building:.....

Date:

Signature and Designation of the  
Valuation Authority

- ❖ A firm of Civil Engineers or Civil Engineer of Repot
- ❖ Here enter details of the house:
- ❖ Here enter name etc of the Government servant:
- ❖ Date of completion of the construction of house :
- ❖ Date of occupying the house:
- ❖ Date of receipt of 1<sup>st</sup> instalment of H.B.A :

## The Central Civil Services (Conduct) Rules, 1964

### **RULE 18. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:**

**Form for giving intimation under Rule 18 (4) of CCS (Conduct) Rules, 1964 for transactions in shares, securities, debentures and investment to mutual fund schemes etc.**

1.	Name and designation.	
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 is made:-	
(a)	In party related to the applicant?	
(b)	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.	
5.	Source or sources 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.

Signature: .....

Station: .....

Designation: .....

Date: .....

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