CIRCULAR

Subject: Prior intimation under Rule 18 of CCS (Conduct) Rule, 1964 in respect of transaction of Movable and immovable property - reg.

It has been observed that provisions regarding giving prior intimation and obtaining prior sanction in respect of the transaction of movable/immovable property are not being adhered to by some officials of this hospital. The competent authority has taken a serious view on it.

In view of this, with a view to sensitise officials, attention is drawn to Rule 18(2) & (3) of the CCS (Conduct) Rules, 1964 which stipulates as under:

(i) Rule 18(2) 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 own name or in the name of any member of his 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.

(ii) Rule 18(3) Where a Government servant enters into transaction in respect of movable property either in his own name or in the name of the member of his family, he 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 Government servant if any such transaction is with a person having official dealing with him.

3. It may be noted that intimation is required to be given in two stages. One, when any individual is initiating a process of acquiring of movable/immovable property and secondly, when all the transactions have been completed including paper work.

4. All the officers are hereby directed to follow the guidelines as stated above strictly failing which they will be liable for action as deemed fit under the relevant provision of CCS (Conduct) Rules, 1964. Further, the officials who have not given prior intimation in this regard are hereby directed to submit the same latest by 30.12.2019. Any such intimation given after the stipulated date shall not be considered for condonation of the omission.

Copy for Information & necessary action to:-
1. All officials of Dr. RML Hospital, New Delhi
Copy also to :-
1. P.S. to M.S.
2. P.S. to all Addl. M.S.
3. P.S. to DDA
4. Ifc Server Room for uploading on the website of Dr. RML Hospital, New Delhi.
5. Master File.