



कार्यालय महालेखाकार (आर्थिक एवं राजस्व क्षेत्र लेखापरीक्षा) तमिलनाडु,  
लेखापरीक्षा भवन, 361, अण्णा सालई, तेनामपेट, चेन्नई - 600 018  
Office of the Accountant General (Economic & Revenue Sector Audit) Tamilnadu,  
Lekha Pariksha Bhavan, 361, Anna Salai, Teynampet, Chennai-600 018.

No .AG (E&RSA)/Admn/VI/7-99/2018-2019/ 268

dt.16.01.2019

C I R C U L A R No.16

A reference is invited to Rule 18 of the CCS (Conduct) Rules, 1964 and - DoPT's O.M. issued in F.No.11013/2/2018-EsttA-III dated 17th December 2018 regarding standard forms for all requests for obtaining "Prior sanction" and "Making intimation" about transactions in immovable and movable property has to be made in the standard **Form I** and **Form II**, respectively. It is 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 a family, if the transaction is with a person having any official dealings with the Government Servant.

Otherwise, an intimation to the prescribed authority, within one month of entering into any transaction of property, would suffice, if the value of transaction exceeds the monetary limits prescribed i.e., two months basic pay of the Government servant.

Further, it has now been decided that intimation shall be given by the Government servant where the expenditure incurred on repairs or minor constructions work in respect of any immovable property belonging to Government servant is estimated to exceed the monetary limits prescribed i.e., two months basic pay of the Government servant and **prior sanction** of the prescribed authority should be obtained in all cases regardless of amount involved, where the transaction regarding the material purchases or contract for such repairs or minor construction, is with a person with whom the Government servant concerned has official dealings.

(Vide orders of AG: dated 16.01.2019)

  
Senior Audit Officer/Admn.  
16/1/19

FORM-1

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 filling 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. Whether property is being acquired or disposed of: \_\_\_\_\_

5. Probable date of acquisition/disposal of property: \_\_\_\_\_

6. (a) Mode of acquisition <sup>β</sup> : \_\_\_\_\_

(b) Mode of disposal <sup>β</sup> : \_\_\_\_\_

7. Description of Property.

Full details about location \$	Description of Property. Ψ	Whether freehold or leasehold.	Whether 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 party with whom transaction is proposed to be made.	Is the party related to the applicant? If so, state the relationship.	Did the applicant have any official dealing with the parties? <sup>€</sup>	How was the transaction arranged? <sup>®</sup>
(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? <sup>α</sup>

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:

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.
β	6.(a) and 6.(b)	Mode of acquisition/ disposal: whether Purchase/ Sale/ Gift/ Mortgage/ Lease or otherwise should be mentioned.
\$	7(a)	Full details about location viz. Municipal No., Street/Village, Taluk, District and State in which the property situated.
Ψ	7(b)	Type of Property: Housing and other buildings or Lands
&	7(d)	Whether applicant's interest in the property is in full or part, in case of partial interest, extent of such interest must be indicated.
*	7(e)	Ownership of the property, in case 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.	In case of acquisition, Source or sources from which 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)	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.
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 prior 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 filling 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 ¶
(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? e	Nature of official dealing with the party	How was the transaction arranged? ®
(a)	(b)	(c)	(d)	(e)



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 be 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.