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प्रेषक

From

मुख्य सतर्कता अधिकारी

Chief Vigilance Officer

To

The Directors/Heads of all National Labs/ Instt of CSIR

Sub : Sensitizing for Rule 18 of CCS(Conduct) Rules, 1964

Madam/ Sir,

I am to state that it has been observed that during the scrutiny of the Annual Property Returns furnished by the concerned officers, the due procedures as prescribed under Rule 18 of CCS Conduct Rules are not being followed for taking the prior permission/ intimation for acquiring or disposing the property and the requisite vital information related to detail of the property, sources of the funding, related documents etc., are not being intimated by the concerned officers.

In view of above, DG, CSIR has taken a view in the matter and desired to sensitized the Directors/ Institutes of the Labs/ Instt regarding the Rule 18 of CCS (Conduct) Rules, 1964. Accordingly, the Rule 18 of CCS(Conduct) Rules, 1964 is stated as follows :

Rule 18 - Movable, immovable and valuable property

Sub Rule (1) :

- (i) Every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities, in such form as may be prescribed by the Government, giving the full particulars regarding –
- (a) the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;
 - (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;
 - (c) other movable property inherited by him or similarly owned, acquired or held by him; and
 - (d) debts and other liabilities incurred by him directly or indirectly.

NOTE I.- Sub-rule (1) shall not ordinarily apply to Group 'D' servants but the Government may direct that it shall apply to any such Government servant or class of such Government servants.

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NOTE II.- In all returns, the values of items of movable property worth less than Rs. 10,000/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc. need not be included in such return.

NOTE III.- Where a Government servant already belonging to a service or holding a post is appointed to any other civil service or post, he shall not be required to submit a fresh return under this clause.

- (ii) Every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

Sub Rule (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.

Sub Rule (3) :

Where a Government servant enters into a 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 dealings with him.

Sub Rule (4) :

The Government or the prescribed authority may, at any time, by general or special order, require a Government servant to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Government or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.

Sub Rule (5) :

The Government may exempt any category of Government servants belonging to Group 'C' or Group 'D' from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Cabinet Secretariat (Department of Personnel).

Explanation I - For the purposes of this rule –

- (1) the expression "movable property" includes
- (a) jewellery, insurance policies, the annual premia of which exceeds Rs. 'two months' basic pay of the Government servant, shares, securities and debentures;
 - (b) all loans, whether secured or not, advanced or taken by the Government servant;
 - (c) motor cars, motor cycles, horses or any other means of conveyance; and
 - (d) refrigerators, radios radiograms and television sets.

Accordingly, all Directors of the Labs/ Instt. with the help of Senior most Administrative Officers, are requested to conduct the training/ awareness programs for sensitizing the officials against **Rule 18 (Movable, immovable and valuable property) of CCS (Conduct) Rules, 1964.** These awareness programs may be made on routine basis so as to make aware all the officials regarding the procedures to be followed for acquiring/ disposal of movable/ immovable/ valuable properties and send an action taken report on the same to this office.

This issues with the approval of DG, CSIR.



Lt. Co. Vikram Singh Rana
(Chief Vigilance Officer)

Copy to :

- 1) Office of Director General, CSIR HQ
- 2) Office of Joint Secretary (Administration), CSIR HQ
- 3) Office of Financial Adviser, CSIR HQ
- 4) Office of Legal Adviser, CSIR HQ
- 5) Sr. CoAs/ CoAs/ AOs of the CSIR Labs
- 6) IT Division, CSIR HQ with request to upload on the CSIR website
- 7) Office Copy