



गुजरात केन्द्रीय विश्वविद्यालय

(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

F.No. 1-76/2014-Admn./251

25/04/2019

Circular No. 05/HR/2019-20

Ref.: Office Memorandum F.No.11013/2/2018-Estt.A-III, GoI, MHRD, DoHE, Establishment A-III Desk, New Delhi, dated 17th December, 2018.

This is to inform that Ministry of Human Resource Development, Department of Higher Education has communicated by the above said Office Memorandum regarding Rules 18 of the CS (Conduct) Rules, 1964 – Standards form for information / permission under the rules and expenditure incurred on repairs or minor construction work in respect of immovable property.

In accordance with the said Office Memorandum, the all employees are requested for obtain prior sanction and making intimation about transactions in immovable and movable property may be made as per enclosed standard Form I and Form II, respectively.

All are requested to take note of it.

Alok GPT
Registrar (Offg.)

Encl.: DOPT OM dated 17/12/2018

Copy to:

1. All Teaching Staff.
2. All Non-Teaching Staff (Group-A).
3. All Non-Teaching Staff (Group-B).
4. Circular File
5. ICT Chairperson - For uploading on the University Website.



सेक्टर-29, गांधीनगर-382030,

फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar,

Phone No. 07923977407, Fax-07923260076



No. C.30017/02/2017-CDN
Government of India
Ministry of Human Resource Development
Department of Higher Education
CDN Section

229C-Wing, Shastri Bhawan, New Delhi

Dated the 17 January, 2019

Subject: Rule 18 of the CS (Conduct) Rules, 1964 – regarding standard forms for intimation/permission under the rules and expenditure incurred on repairs or minor construction work in respect of immovable property-regarding

The undersigned is directed to enclose herewith a copy of Ministry of Personnel, Public Grievances and Pensions communication No. 11013/02/2018 – Estt.A-III dated 17th December, 2018 on the subject mentioned above. All the Bureaus are requested to direct the Subordinate offices / Autonomous Bodies under their administrative control for information and compliance.

R
(Mahesh Kumar Meena)
Deputy Secretary
Intercom: 724

Encl: As above

To:

P221

u.c.w.g. 12
22/01/2019
SO (CU-CDN)

AS(TE)	533989
Sr. EA	(1)
JS(DL/A)	(2)
JS(Mgt)	(3)
JS(ICC/P)	(4)
JS(HE./ICR)	(5)
JS(CU)	(6)
JS(Scholarship)	(7)
DDG	(8)

DS(CU-CDN)

3. All Ministries/ Departments/Offices are requested to bring the above guidelines to the notice of all administrative authority under their control.
4. In so far as the employees of Indian Audit and Accounts Departments are concerned, this O.M. issues after consultation with Comptroller & Auditor General of India.
5. Hindi version will follow.



(Satish Kumar)

Under Secretary to the Govt. of India

To

The Secretaries of All Ministries/Departments
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Central Vigilance Commission
8. The Secretary, Union Public Service Commission, New Delhi.
9. The Secretary, Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. National Commission for Scheduled Castes, New Delhi.
12. National Commission for Scheduled Tribes, New Delhi.
13. National Commission for OBCs, New Delhi.
14. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
15. CVOs of all Ministries/Departments.
16. ADG (M&C), Press Information Bureau, DoP&T
17. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the under the Head Notifications → OMs & Orders → Establishment → CCS (Conduct) Rules & What's New]
18. Hindi Section, DoP&T



(Satish Kumar)

Under Secretary to the Govt. of India

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? €	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:
Name:
Designation:

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)

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(e)	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.