

GOVERNMENT OF N.C.T. OF DELHI  
OFFICE OF THE DIRECTOR GENERAL OF PRISONS  
ESTABLISHMENT BRANCH-I, PRISON HEADQUARTER,  
JANAK PURI: NEW DELHI-110064

F.No.18(71)/Estt/PHQ/2023/CD-3755040/1010-1020

Dated: 11/2/25

**CIRCULAR No:- 03/2025**

**Subject:- Intimation/permission under Rule 18 of the CCS (Conduct) Rules, 1964 in respect of transaction of Immovable/Movable Property-reg.**

Due attention is invited to the various provisions of Rule 18 of CCS (Conduct) Rules, 1964 i.e. Rule 18(2) stipulates that 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 and Rule 18(3) stipulates that 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.

2. However, it has been observed that Officers/Officials are not giving intimation in respect of movable/immovable properties in the given timeline and in prescribed proforma as per Rule 18 of the CCS (Conduct) Rules, 1964 to Competent Authority through Proper Channel.

3. Attention, in this regard, is invited to the DoPT, GOI O.M No. 11013/2/2018-Estt.A-III dated 17.12.2018 as per which All requests for obtaining prior sanction and making intimation about transactions in immovable property and movable property may be made in the enclosed standard Form I and Form-II, respectively.

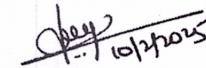
4. The prescribed Authority as per Rule 18 of the CCS (Conduct) Rules are as mentioned below:-


- i) The Government, in the case of a Government servant holding any Group 'A' post, except where any lower authority is specifically specified by the Government for any purpose.
- ii) Head of Department, in the case of a Government servant holding any Group 'B' post.
- iii) Head of Office, in the case of a Government servant holding any Group 'C' or Group 'D' post.

5. Further, it has also been observed that the intimation/permission of immovable & Movable property is being forwarded to Prison Headquarter in a casual manner without any scrutiny and recommendation of the Head of Office.

6. Henceforth, All Head of Offices may also ensure that a proper scrutiny (as per checklist Annexure-I) should be carried out at their level before sending the intimation given by the officer/official on the subject matter to Prison Headquarter for approval of the Competent Authority, with the recommendation of the Head of the Office in prescribed proforma.

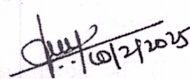
This issues with the Prior approval of Head of Department i.e. D.G. (Prisons).

  
**SUPERINTENDENT-I**  
**(PRISON HEADQUARTER)**  
**(cont.)**

  
11-02-25  
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Copy forwarded for information and necessary action:-

- 1) Superintendent (PHQ) – I, II & III / Superintendent (MPHQ).
- 2) All Superintendents/H.O.O(Tihar/Rohini/Mandoli) with the direction to bring the contents of this circular into the notice of the staff posted in your respective Jails and the dealing assistants working in your admin/account.
- 3) RMO (Tihar/Mandoli) with the direction to bring the contents of this circular into the notice of the staff posted in your respective Offices.
- 4) PS to DG (P)/S.O. to DG (P)/ PA to Addl. I.G./PA to DIG (P)/PA to DIG(M)
- 5) Deputy Superintendent (Vigilance), PHQ
- 6) All Branch In-Charges (PHQ & MPHQ) with the direction to bring the contents of this circular into the notice of the staff posted in your respective Branches.
- 7) All Section Officer (PHQ, CJ-01 to CJ-16, MPHQ, RMO(T), RMO(M))
- 8) System Analyst, PHQ with the request to upload this circular on Department website.
- 9) All Concerned Dealing Assistants who maintain service records in Establishment Branch-I
- 10) Guard file

  
**SUPERINTENDENT-I**  
**(PRISON HEADQUARTER)**



**Checklist**

**Checklist for forwarding Cases of Acceptance/prior permission/prior intimation for movable/immovable property transactions (sale/Purchase) under Rule 18(2) & 18(3) of CCS (Conduct) Rules, 1964.**

S.NO.	Caption	Details
1	Name of the Officer/Official	
2	Designation	
3	Property acquired/disposed of with date of transaction	
4	The date on which the intimation has been given by the officer/official to the Department	
5	Whether the information provided by the applicant in prescribed Form-I (in r/o immovable property) or Form-II (in r/o movable property)	
6	All documents related to the Movable/Immovable property are in order or not?	
7	Whether the case is recommended by Head of Office for acceptance of intimation or grant of permission as the case may be. If no, reasons thereof	

**Note:- Points for regions to examine intimations under Rule(2)/18(3)**

1. Intimation should be presented in respective prescribed form
2. Source of finances should be thoroughly examined and verified through corresponding entries in bank passbook/Bank Statements.
3. All relevant financial transactions entries must be highlighted.
4. All information regarding payment made/payment received/funds arranged by the officer/officials should be provided in tabular form
5. All relevant Documents i.e. deeds/ Property papers Should be checked properly.

**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 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 <sup>§</sup>	Description of Property. <sup>ψ</sup>	Whether freehold or leasehold.	Whether applicant's interest in the property is in full or part. <sup>&amp;</sup>	Ownership of the property. <sup>*</sup>	Sale/ purchase price of the property. <sup>#</sup>
(a)	(b)	(c)	(d)	(e)	(f)

8. In case of acquisition, source or sources from which financed/ proposed to be financed. <sup>Ω</sup> : \_\_\_\_\_
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? €	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:

**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 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)

8. In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964?  $\alpha$  \_\_\_\_\_
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 7 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 :