



कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. of India)



मुख्यालय  
Headquarters'  
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002  
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002  
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**No. Z-11/11/1/2024-E1**

**Dated: 09-09-2024**

### **CIRCULAR**

**Subject:- Intimation/permission under Rule 18 of the CCS (Conduct) Rules, 1964 in respect of transaction of Immovable/Movable property by Group-A and Group-B Officers on administrative side-regarding .**

In accordance with Rule 18(2) and Rule 18(3) of the CCS (Conduct) Rules 1964, read with Rule 9 (2) of Employees' State Insurance Corporation (Staff and Conditions of Service) Regulations, 2023, employees of the Corporation are required to make a report to the prescribed authority before entering into the transaction of immovable and movable property (including shares, securities, debentures, mutual funds scheme, etc.) in their own name or in the name of a family members. Further, employees are also required to send intimation in the prescribed proforma as per DoPT Office Memorandum dated 07.02.2019 (copy enclosed), if the total transactions in shares, securities, debentures, mutual funds scheme, etc. exceeds six months' basic pay of corporation employee during the calendar year (to be submitted by 31st January of subsequent calendar year).

However, it has been observed that employees are not giving intimation in respect of movable/immovable properties (including shares, securities, debentures, mutual funds scheme etc.) in prescribed proformas (enclosed) .

Accordingly, all officers/officials are advised to send necessary intimation as applicable in the given timeline and proforma (enclosed) to the competent authority through proper channel.

Further, it has also been observed that the intimation/permission of immovable & movable property for Group 'A' & 'B' (Administrative cadres) are being forwarded in casual manner without any scrutiny and recommendation of Head of Office.

Henceforth, it is advised that a proper scrutiny ( as per check list enclosed) may be carried out by the field offices at their level before sending the intimation given by officers on the subject matter to this office, with the recommendation of the Head of the Office in prescribed proforma.

This issues with the approval of competent authority.

### **Encl:-**

- DoPT OM dated 07.02.2019
- Checklist / Form-I / Form-II
- Proforma for intimation under Rule 18(4)

Yours faithfully,

**Signed by Sudeep Bajpai**  
**Date: 09-09-2024 18:52:10**

Assistant Director (E-I)

To

1. PPS to DG/FC/CVO/IC for information
2. All Zonal Insurance Commissioner(s)/Zonal Medical Commissioner (s) /NTA
3. All AC & RDs/RD/JD/DD I/cs of Regional Offices/Sub Regional Offices
4. All the Medical Superintendents of ESIC Hospitals & Dean(s) of ESIC Model Colleges & Hospitals/Dental Colleges/PGIMSR for information and necessary action.
5. D(M)Delhi/D(M)Noida for information and necessary action.
6. Website Content Manager for uploading the same on website of ESIC.
7. Guard File/Spare Copy.

### Checklist

| Checklist for forwarding Cases of acceptance/prior permission/prior intimation for movable/immovable property transactions (Sale/Purchase) under rule 18(2)/18(3)/18 (4) of CCS (Conduct rules), 1964. |  |         |
|--|--|---------|
| Sr. No.  | Caption  | Details |
| 1.   | Name and Designation   |         |
| 2.   | Pay Scale  |         |
| 3.   | Employee Id  |         |
| 4.   | Property acquired/disposed of with date of transaction.  |         |
| 5.   | Documentary Evidence produced by Applicant in support of   |         |
|  | a. Transaction   |         |
|  | b. Source of Finance   |         |
| 6.   | 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.               |         |
| 7.   | Whether the information provided by the applicant in prescribed form-I (in r/o Immovable Property) or form-II (in r/o movable property) is found to be in order? |         |

**Note:- Points for Regions to examine Intimations under 18(2) / 18(3)**

1. Intimation Should be presented in respective prescribed form
2. Sources of finances should be thoroughly examined and verified through corresponding entries in bank passbook/Bank statements.
3. All relevant financial transaction entries must be highlighted.
4. All information regarding payment made/payment received made by Officials/Officer should be provided in tabular form.
5. All relevant portions of deeds/documents/papers presented in vernacular languages with regards to movable/immovable property are to be translated in English/Hindi and be certified by Head of Office.

## 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  $\beta$  : \_\_\_\_\_  
(b) Mode of disposal  $\beta$  : \_\_\_\_\_
7. Description of Property.

| Full details about location $\$$ | Description of Property. $\psi$ | 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.  $\Omega$  : \_\_\_\_\_
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:

Signature:

Name:

Date:

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)                                 |
|                                  |   |   |   |                                     |

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 form/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 :

F. No. 11013/6/2018-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel & Training  
Establishment A-III Desk

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North Block, New Delhi-110001  
Date: 07.02.2019

**OFFICE MEMORANDUM**

Subject: CCS (Conduct) Rules, 1964 – Revision in limit for intimation in respect of transactions in sale and purchase of shares, securities, debentures etc.

The undersigned is directed to refer to this Department's O.M. No. 11013/6/91-Ests.(A) dated 08.04.1992 prescribing the following limit of transactions in shares, securities, debentures or mutual funds scheme, etc for intimation to Government in a prescribed format:

- (i) **Group 'A' and 'B' Officers** – If the total transaction in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 50,000/- during the calendar year.
- (ii) **Group 'C' and 'D' Officers** – If the total transaction in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 25,000/- during calendar year.

2. Sub-rule (1) of the Rule 16 provides that no Government servant shall speculate in any stock, share or other investment. It has also been explained that frequent purchase or sale or both, of share, securities or others investments shall be deemed to be speculation within the meaning of this sub-rule. But, the occasional investments made through stock brokers or other persons duly authorized and licensed or who have obtained a certificate of registration under the relevant laws is allowed in this rule. With a view to enable the administrative authorities to keep a watch over such transaction, it has been decided that an intimation may be sent in the enclosed proforma to the prescribed authority in respect of all Government servants, if the total transactions in shares, securities, debentures, mutual funds scheme, etc. exceeds **six months' basic pay of Government servant** during the calendar year (to be submitted by 31<sup>st</sup> January of subsequent calendar year).

Contd..



3. It is also clarified that since shares, securities, debentures, etc. are treated as movable property for the purpose of Rule 18(3) of CCS(Conduct) Rules, 1964, if an individual transaction exceeds the amount prescribed in Rule 18(3), the intimation to the prescribed authority would still be necessary. The intimation prescribed in para 2 above will be in addition to this, where cumulative transaction(s) i.e. sale, purchase or both in shares, securities, debentures or mutual funds, etc. in a year exceed the limits indicated in para 2 above.

4. This Office Memorandum issues in supersession of this Department's O.M. No. 11013/6/91-Ests.(A) dated 08.04.1992.

5. In so far as the personnel serving in Indian Audit and Accounts Department are concerned, these instructions are being issued after consultation with the Comptroller and Auditor General of India.

6. All Ministries/ Departments are requested to bring these instructions to the notice of all concerned authorities under their control.

7. 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.

Contd..

- 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 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

**Proforma for intimation under Rule 18(4) of CCS (Conduct) Rules, 1964 for transactions in shares, securities, debentures, investment in mutual fund schemes, etc.**

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. Details of each transaction made in shares, securities, debentures, mutual funds scheme, etc. during the calendar year. \_\_\_\_\_
4. Particulars of the party/firm with whom transaction(s) is made:-
  - (a) Is party related to the applicant? \_\_\_\_\_
  - (b) Did the applicant have any dealings with the party in his/her official capacity at any time or is the applicant likely to have any dealings with him in the near future. \_\_\_\_\_
5. Source(s) from which financed:-
  - (a) Personal savings.
  - (b) Other sources giving details
6. Any other relevant fact which applicant may like to mention.

Declaration

I hereby declare that the particulars given above are true.

Place:  
Date:

Signature  
Designation