

No. VIG-07002/1/2020-VIG

नोएडा, दिनांक 23.06.2026

परिपत्र/ CIRCULAR

विषय/ Subject: केंद्रीय सिविल सेवा (आचरण) नियम, 1964 के नियम 18 के अंतर्गत संपत्ति एवं देयताओं का विवरण प्रस्तुत करने तथा चल एवं अचल संपत्ति के क्रय-विक्रय/अर्जन/निपटान संबंधी सूचना/अनुमति के संबंध में/ Submission of Returns of Assets and Liabilities and Intimation/Permission regarding Transactions in Movable and Immovable Property under Rule 18 of the Central Civil Services (Conduct) Rules, 1964 – reg.

केंद्रीय सिविल सेवा (आचरण) नियम, 1964 के नियम 18 के प्रावधानों की ओर समस्त अधिकारियों एवं कर्मचारियों का ध्यान आकृष्ट किया जाता है, जो सरकारी कर्मचारियों द्वारा संपत्ति एवं देयताओं का विवरण प्रस्तुत करने तथा चल एवं अचल संपत्तियों के लेन-देन के विनियमन से संबंधित हैं। / Attention is invited to Rule 18 of the Central Civil Services (Conduct) Rules, 1964, which governs the submission of returns of assets and liabilities and the regulation of transactions relating to movable and immovable property by Government servants.

2. सभी अधिकारियों एवं कर्मचारियों को सलाह दी जाती है कि वे केंद्रीय सिविल सेवा (आचरण) नियम, 1964 के नियम 18 तथा इसके अंतर्गत समय-समय पर जारी निर्देशों का कड़ाई से अनुपालन सुनिश्चित करें। संपत्तियों एवं देयताओं की निर्धारित विवरणियां, चल संपत्ति से संबंधित लेन-देन की सूचनाएं तथा अचल संपत्ति से संबंधित लेन-देन के लिए अपेक्षित पूर्व अनुमति/स्वीकृति, जहां लागू हो, निर्धारित समय-सीमा के भीतर प्रपत्र-I या प्रपत्र-II (संलग्न) में सक्षम प्राधिकारी को प्रस्तुत की जाएं। / All officers and staff are hereby advised to ensure strict compliance with the provisions of Rule 18 of the Central Civil Services (Conduct) Rules, 1964 and the instructions issued thereunder from time to time. Prescribed returns of assets and liabilities, intimations of transactions in movable property, and prior permissions/sanctions in respect of transactions relating to immovable property, wherever applicable, shall be furnished in **Form-I or Form-II (enclosed)**, to the competent authority within the stipulated time.

3. निर्धारित विवरणियों, सूचनाओं को प्रस्तुत करने अथवा अपेक्षित अनुमति/स्वीकृति प्राप्त करने में किसी प्रकार की चूक या विफलता को गंभीरता से लिया जाएगा तथा केंद्रीय सिविल सेवा (आचरण) नियम, 1964 के प्रासंगिक प्रावधानों के अंतर्गत उपयुक्त कार्रवाई की जा सकती है। / Any omission or failure to furnish the prescribed returns, intimations, or obtain the requisite permission/sanction, as applicable, shall be viewed seriously and may attract appropriate action under the relevant provisions of the Central Civil Services (Conduct) Rules, 1964.

4. इसे सभी संबंधित अधिकारियों एवं कर्मचारियों के संज्ञान में लाकर कड़ाई से अनुपालन सुनिश्चित किया जाए। / This may be brought to the notice of all concerned for strict compliance.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है। / This issues with the approval of the Competent Authority.



(विवेक खोसला/ Vivek Khosla)

कार्यकारी अधिकारी/ Executive Officer

कृते महानिदेशक/For Director General

संलग्नक/Encl.: यथोपरि/As above.

प्रतिलिपि/ Copy to:

- i.) उप महानिदेशक, दीपस्तंभ एवं दीपपोत निदेशालय, मुंबई/ वीटीएस गांधीधाम/ कोलकाता/ जामनगर/ नोएडा/ The Deputy Director General, Directorate of Lighthouses & Lightships, Mumbai/ VTS Gandhidham/ Kolkata/ Jamnagar/ Noida.
- ii.) निदेशक, दीपस्तंभ एवं दीपपोत निदेशालय, एनएआईएस मुंबई, कोचीन/ मुंबई/ विशाखापत्तनम/ चेन्नई/ गोवा/ जामनगर/ वीटीएस गांधीधाम / श्री विजयपुरम/ कोलकाता/ नोएडा/ The Director, Directorate of Lighthouses & Lightships, NAIS Mumbai, Cochin/ Mumbai/ Visakhapatnam/ Chennai/ Goa/ Jamnagar/ VTS Gandhidham/ Sri Vijaya Puram/ Kolkata/ Noida.
- iii.) मुख्यालय कार्यालय, नोएडा के समस्त अधिकारी एवं कर्मचारी/ All officers and staff of Headquarters' office, Noida.
- iv.) सूचना पट्ट/ आईटी अनुभाग – ई-ऑफिस डेस्कटॉप एवं विभागीय वेबसाइट पर अपलोड किए जाने हेतु/ Notice Board/ IT Section – for uploading in e-Office desktop/ Website.


कृते महानिदेशक/For Director General

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.

1. Name and Designation:
2. Scale of Pay & present pay:
3. Purpose of application -
sanction for transaction/prior
intimation of transaction:
4. Whether property is being
acquired or disposed of:
5. Probable date of acquisition/
disposal of property:
6. Mode of acquisition/disposal:
7. (a) Full details about location,
Viz. Municipal No., Street/Village,
Taluk, District and State in which
situated.
(b) Description of the property, in the
case of cultivable land, dry or
irrigated land.
(c) Whether freehold or leasehold:
(d) Whether the applicant's interest in
the property is in full or part.
(in case of partial interest, the
extent of such interest must be
indicated):
(e) In case the transaction is not
exclusively in the name of the
Government servant, Particulars
ownership and share of each member:
8. Sale/Purchase price of the property:
(Market value in the case of gifts).
9. In cases of acquisition, source or
sources from which finance/
proposed to be financed:-
 - (a) Personal savings:
 - (b) Other sources giving details:

- 10. 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).
- 11. (a) Name and address of the party with whom transaction is proposed to be made :
 - (b) Is the party related to the applicant? If so, state the relationship.
 - (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?
 - (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).
- 12. In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS(Conduct) Rules, 1964.
- 13. Any other relevant fact which the application may like to mention.

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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:

Date:

Designation:

- Note: 1. In the above form, different portions may be used according to requirement.
2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

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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 moveable property.

1. Name of the Government servant:
2. Scale of pay and present pay:
3. Purpose of application-sanction for transaction/intimation of transaction.
4. Whether property is being acquired or disposed of:
5. (a) Probable date of acquisition or disposal of property:
(b) If the property is already acquired/disposed of - Actual date of transaction.
6. (a) Description of the property (e.g. Car/Scooter/Motor Cycle/Refrigerator/Radio/Radiogram/Jewellery/Loans/Insurance policies etc.).
(b) Make, model (and also registration No. in case of vehicles, where necessary).
7. Mode of acquisition/disposal (Purchase/sale, gift, mortgage, lease or otherwise).
8. Sale/purchase price of the property (Market value in the case of gifts).
9. In case of acquisition, source or sources from which financed/proposed to be financed:-
(a) Personal savings.
(b) Other sources giving details.
10. 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).
11. (a) Name and address of the party with whom transaction is proposed to be made/has been made.
(b) Is the party related to the applicant? If so, state the relationship.
(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?

- (d) Nature of official dealings with the party.
- (e) How was the transaction arranged?
(Whether through any statutory body, or a private agency; through advertisements or through friends and relatives. Full particulars to be given).
- 12. In the case of the acquisition by gifts, whether sanction is also required under Rule 13 or Rule 13 of the CCS(Conduct) Rules, 1964.
- 13. Any other relevant fact which the applicant may like to mention.

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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 acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:

Signature:

Date:

Designation:

Note:

1. In the above form, different portions may be used according to requirement.
2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.