



रक्षा लेखा महानियंत्रक कार्यालय,
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Date: 14.08.2026

No. AN-I/Property/Misc/Vol-I

Important Circular

To,

1. All Pr. Controllers/Controllers/PIFAs/IFAs Offices
2. All IDAS Officers including those serving on deputation
(Through CGDA Website, WAN & E-mail)

Subject: Strict adherence to the extant provisions governing service matters, particularly the CCS (Conduct) Rules, 1964 – issuance of instructions thereon in respect of IDAS Officers- reg.

Kind attention is invited to the relevant provisions of the CCS (Conduct) Rules, 1964, and other extant Government instructions/orders issued from time to time, which require prior sanction/permission of the Competent Authority before a Government servant undertakes a specified activity. Attention is also invited to Rule 18 of the said Rules, which, *inter alia*, stipulates the submission of prior intimation in respect of transactions relating to immovable property and submission of a report/intimation in respect of transactions relating to movable property within one month from the date of such transaction.

2. Of late, it has been observed that, in certain cases, requests from officers seeking prior permission/approval of the Competent Authority under the provisions of the CCS (Conduct) Rules, 1964, and other extant Government instructions/orders are being received either at the eleventh hour, beyond the prescribed timelines, or even after the occurrence of the event concerned. Such instances impede timely examination of the proposals and, in some cases, result in matters being placed before the Competent Authority as a *fait accompli*.

3. Further, with reference to Rule 18 of the CCS (Conduct) Rules, 1964, it has also been observed that property intimations submitted by officers are, in several cases, being forwarded to this HQrs with considerable delay. This delay further aggravated for IFA offices due to routing of such cases through the respective proforma controller offices before reaching this HQrs.

4. Instances have also been noticed where IDAS officers on deputation have generally submitted such intimations for noting to their borrowing Department/Ministry/Government instead of forwarding them to the prescribed authority at this CGDA HQrs Office, notwithstanding clear provisions specified in Explanation I(2)(b) under Rule 18 of the CCS (Conduct) Rules, 1964.

5. Attention is also invited to the Department of Personnel & Training (DoP&T) Office Memorandum F. No. 11013/6/2018-A-III dated 07.02.2019, reproduced as GID No. 31 below Rule 18 of the CCS (Conduct) Rules, 1964 in Swamy's Compilation of Conduct Rules, which prescribes the requirement for reporting transactions undertaken in shares, securities, debentures, mutual fund schemes, etc. Officers are required to furnish the prescribed intimation/report in the prescribed formats within the stipulated time limits wherever the prescribed threshold of six months' basic pay or/and two months' basic pay, as applicable, is exceeded. However, it has been noticed that such transactions are not being reported within the stipulated time frame.

6. Thus, with a view to ensuring timely receipt and processing of proposals seeking prior permission/sanction or furnishing prior intimation at this HQrs, the following instructions are issued with the approval of the Competent Authority for strict compliance by all concerned:

A. Prior Intimation/Reporting of Transactions relating to Immovable/Movable Property under Rule 18 of the CCS (Conduct) Rules, 1964 :

(i) In respect of IDAS Officers posted in the IFA set-up, property intimations shall be forwarded directly by their concerned administrative IFA (SAG/HAG level) to this HQrs office without routing the same through their respective proforma controller offices. A copy of the letter can be endorsed to the Proforma PCsDA/CsDA for information.

(ii) All concerned offices, i.e., PCsDA/CsDA/PIFAs/IFAs, shall ensure that property intimations submitted by officers are not retained at their end for an unduly long period on account of observations or any other reasons.

(iii) All IDAS officers presently serving on deputation may take note of the provisions contained in Explanation I(2)(b) under Rule 18 of the CCS (Conduct) Rules, 1964. Accordingly, in compliance with the said provisions, intimations pertaining to movable/immovable property transactions shall invariably be forwarded to the 'prescribed authority' in the parent department, i.e., CGDA, Delhi Cantt., rather than the current borrowing Department/Ministry, for further necessary action.

(iv) All IDAS officers shall ensure strict compliance with the provisions contained in Department of Personnel & Training (DoP&T) Office Memorandum F. No. 11013/6/2018-A-III dated 07.02.2019, reproduced as GID No. 31 below Rule 18 of the CCS (Conduct) Rules, 1964 in Swamy's Compilation of Conduct Rules, relating to reporting of transactions in shares, securities, debentures, mutual fund schemes, etc., wherever applicable.

(v) Instructions/ provisions prescribed in Government of India Decision No. 04 below Rule 18 of the CCS (Conduct) Rules, 1964, as reproduced in Swamy's Compilation of Conduct Rules, are required to be complied with by all concerned which, *inter alia*, provides for requirement of intimation/ permission for construction of building and additions/ alterations to an existing building.

(vi) Intimations/reports under Rule 18 of the CCS (Conduct) Rules, 1964 shall be complete in all respects, duly furnished in the prescribed format and accompanied by all relevant supporting documents so as to facilitate expeditious scrutiny and processing at this HQrs and to obviate avoidable correspondence. Officers shall ensure that prior intimation in respect of transactions relating to immovable property is furnished sufficiently in advance and that reports/intimations relating to movable property transactions are submitted within the prescribed period of one month from the date of transaction.

B. Prior Permission/Sanction under the CCS (Conduct) Rules, 1964 and other extant Government instructions :

(vii) Attention of all IDAS officers is, further, invited to the provisions of the CCS (Conduct) Rules, 1964, and the instructions issued by the Government of India from time to time governing various service matters requiring prior intimation or prior permission/sanction of the Competent Authority. Officers are advised to remain fully conversant with the applicable rules and procedures and to ensure strict compliance therewith. The following matters/areas have been identified wherein requests for prior permission/sanction of the Competent Authority are most frequently received from officers:

S. N.	Subject	Governing Provisions
1	Acceptance of gifts beyond prescribed limits	Rule 13 of CCS (Conduct) Rules, 1964
2	Participation/Management/editorship/publication of newspapers/periodicals/electronic media/ books/articles.	Rule 8 & 15 of CCS (Conduct) Rules, 1964 read with other relevant Government of India Decisions on the subject.
3	Foreign travel (private visit)	(i) DoP&T O.M. F. No. 11013/8/2015-Estt.-A-III dated 27.07.2015; (ii) CGDA HQrs Circular No. AN-I/1351/4/XXVI/NOC dated 28.04.2016. (iii) CGDA HQrs Circular Nos. AN-I/1466/Delegation Passport/Misc Corrs. dated 28.09.2018 & 01.03.2021.
4	Obtaining passport	(i) Ministry of External Affairs O.M. No. VI/401/01/05/2014 dated 26.05.2015, as amended from time to time, and; (ii) CGDA HQrs Circular Nos. AN-I/1466/Delegation Passport/Misc Corrs. dated 28.09.2018 & 01.03.2021.
5	Joining Territorial Army	Government Decisions under Rule 3 of CCS (Conduct) Rules, 1964
6	Joining educational institutions or course of studies for University Degrees outside normal office hours	Government of India Decision No. 4 below Rule 3-C of CCS (Conduct) Rules, 1964
7	Application for deputation and extension of deputation	DoP&T OM No. 36/77/94-EO(SM.I) dated 05.01.1996 and No. 02/06/2016-Estt.(Pay-II) dated 17.02.2016.
8	Application for Study Leave	Rule 50 to 63 of CCS (Leave) Rules, 1972
9	Acceptance of honorarium	Fundamental Rule 46 read with other relevant Government of India Decisions on the subject.

S. N.	Subject	Governing Provisions
10	Employment of near relatives of Government servants in companies or firms	Rule 4 of CCS (Conduct) Rules, 1964
11	Imparting lectures in Govt./Pvt. Institutes	Rule 8 of CCS (Conduct) Rules, 1964
12	Public Speech hosted by Private Organization	
13	Affiliation to any NGOs	Various provisions of the CCS (Conduct) Rules, 1964, viz. GOI Decisions nos. 6,7,8 & 9 below rule 3-C, GOI Decision no. 11 below Rule 5 and Rule 15.

Note: This is an indicative list and is not exhaustive.

(viii) It is reiterated that wherever prior intimation or prior permission is prescribed under the CCS (Conduct) Rules, 1964 or any other extant instructions, the requisite proposal shall be submitted through the proper channel sufficiently in advance, along with all relevant documents, so as to enable due examination and timely consideration by the Competent Authority before the proposed activity is undertaken. Requests received after the stipulated timelines or after the occurrence of the event concerned shall ordinarily not be entertained and may be returned without consideration.

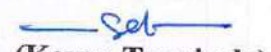
6. All such proposals seeking prior intimation/sanction or meant for furnishing intimations/reports must be forwarded to this HQrs office both by post and on official email ID of AN-I Section of this HQrs office, i.e., an1-pinklist.cgda@nic.in, for timely consideration.

7. The above instructions may be brought to the notice of all concerned for strict adherence.


(Kavya Tangirala)
Sr. ACGDA (AN)

Copy to:

IT & S (Local) : For uploading on CGDA Website and WAN please.


(Kavya Tangirala)
Sr. ACGDA (AN)