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18/07/14



Department of Personnel  
Government of Goa  
Secretariat, Porvorim - Goa 403 521

File No: 6/28/2014-PER

Dated: 11/11/2014

Read: Circular No. 3/1/89-PER(Part-I) dated 24/02/2012.

CIRCULAR

A reference is invited to Rule 18(1)(i) of Central Civil Services (Conduct) Rules, 1964 wherein every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities, in such form as may be prescribed by the Government, giving the full particulars.

**Rule 18(2)** 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;

Provided that the previous sanction of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealings with him.

**Rule 18(3)** 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:

Provided that the previous sanction of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealings with him.

In the above connection, it is envisaged that while submitting the intimation with respect to sale or purchase of immovable property

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under Rule 18(2) of CCS (Conduct) Rules, 1964 of sale or purchase of movable property under Rule 18(3) of CCS (Conduct) Rules, 1964, every Government servant shall give the full details relating to the transaction which will invariably cover the following points :-

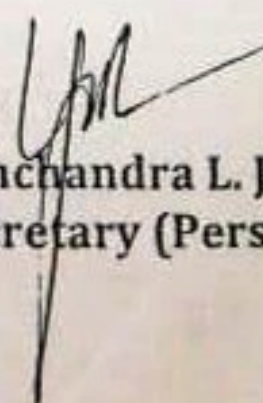
1. Equated Monthly Installment if the amount is raised through a Bank Loan
2. Bank statement
3. Bank sanction letter in case of loan
4. Personal savings
  - (a) Details of Personal savings.
  - (b) In case of loan from relatives, letter in this regard indicating whether loan is interest free or otherwise. The loan received should indicate details of cheques etc (if amount is more than Rs. 10,000).
5. Copy of the Annual Property Returns filed for last financial year.

In the absence of above information, the intimation shall be treated as incomplete.

It is, therefore, enjoined upon all the Officers/Officials to kindly comply with above details while submitting intimations to the Government.

Also, if any Government Servant has not submitted intimations under Rule 18 of CCS (Conduct) Rules, 1964 due to lack of knowledge, he/she may intimate within 30 days of issue of this Circular. This may be treated as one time amnesty.

This issues in partial modification to the Circular NO.3/1/85 PER(Part-I) dated 24/02/2012 read in preamble above and with the approval of the Chief Secretary.

  
(Umeshchandra L. Joshi)  
Under Secretary (Personnel)

Copy to:

1. The Heads of Departments.
2. All Goa Civil Service Officers
3. The Mamlatdars/Joint Mamlatdars/Assistant Director of Civil Supplies/BDO's
4. Goa Police Service Officers.