

also be included by them in their property declaration forms 'A' 'B' 'C' & 'D'.

Instructions regarding permission for purchase and sale of movable and immovable property.

No. 4774-GM/SEB-III-75A/72

Dated October 12, 1976

I am directed to say that at times due to submission of incomplete information by officers/officials, it becomes difficult for the Board's competent authorities to grant permission for sale/purchase of property within a reasonable time and a lot of correspondence has to be entered into for obtaining the requisite information. To avoid long and protracted correspondence and consequent delay it has been decided that while requesting for permission for sale of any immovable/movable property necessary information on the relevant points mentioned below should be furnished invariably by the concerned officer/employee through the prescribed proper channel to the Board/competent authority to enable them to take early decision.

Permission for purchase of immovable/movable property.

- (i) Name, address and profession of the vendor.
- (ii) Price of the property agreed upon between the vendor and the vendee.
- (iii) Source(s) of financing the transaction.
- (iv) Whether the transaction is proposed to be made through a reputed dealer or an agent of standing? If so, a letter to that effect from the authorised dealer/agent of standing be enclosed.
- (v) Details and Description of property.
- (vi) A certificate to the effect that the vendor has no covert or overt official dealing with the officer.

Permission for sale of movable/immovable property.

- (i) Name, address and profession of the purchaser
- (ii) Price at which the property is proposed to be sold by the officer/officials.
- (iii) Whether any advance from the Board was taken for purchase of the property in question? If so, the correct position of outstanding dues, if any.

अतः इस सम्बन्ध में मुझे यह निवेदन करने का निदेश है कि कृपया स्वयं अपने अधीनस्थ समस्त कर्मचारियों द्वारा उपर्युक्त नियमों का कठोरता से पालन किया जाना सुनिश्चित करने का कष्ट करें।

ANNEXURE

Extract from the Government Servants Conduct Rules, 1956

Rule 24 Movable, immovable and valuable property

(1) No Government servant shall, except with the previous knowledge of the appropriate 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 any such transaction conducted otherwise than through a regular and reputed dealer shall require the previous sanction of the appropriate authority.

ILLUSTRATION

A, Government Servant, proposes to purchase a house. He must inform the appropriate authority of the proposal. If the transaction is to be made otherwise than through a regular and reputed dealer, A must also obtain the previous sanction of the appropriate authority. The same procedure will be applicable if A proposes to sell his house.

(2) A Government servant who enters into any transaction concerning any movable property exceeding in value the amount of his pay for one month or rupees one thousand whichever is less whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the appropriate authority.

Provided that no Government servant shall enter into any such transaction except with or through a reputed dealer or agent of standing, or with the previous sanction of the appropriate authority.

ILLUSTRATION

(i) A, a Government servant whose monthly pay is rupees six hundred, purchase a tape recorder for rupees seven hundred, or,

- (iv) A certificate to the effect that the property in question is free from all encumbrances.
- (v) Whether the transaction is proposed to be carried out through a reputed dealer or an agent of standing? If so, a letter to that effect from the authorised dealer/agent of standing.
- (vi) Details and description of the property.
- (vii) Whether or not (i) prior permission was taken from the competent authority at the time of purchasing the property in question (ii) The property is shown in the last statement of property.
- (viii) A certificate to the effect that the purchaser has no covert or direct official dealings with the officer/official.

2. All the officers/officials under your control may please be informed accordingly. It may also please be made clear to them that requests made without giving the above informations or without observing the prescribed channel will not be considered.

परिषदीय अधिकारियों द्वारा चल एवं अचल सम्पत्ति के क्रय/विक्रय के सम्बन्ध में नियमों का अनुपालन।

संख्या 1305-कर्मिक (रो)/रा०वि०प०/83 दिनांक : अप्रैल 30, 1983

उपरोक्त प्रसंग में मुझे आपका ध्यान "सरकारी सेवक आचरण नियमावली, 1956" के नियम 24(1) एवं (2) (पतिलिपि संलग्न) की ओर आकृष्ट करने का निदेश हुआ है जिसके अन्तर्गत सभी परिषदीय अधिकारियों/कर्मचारियों को चल एवं अचल सम्पत्ति के क्रय/विक्रय के सम्बन्ध में परिषद् की पूर्वानुमति प्राप्त करने का निदेश है।

बिना कुछ समय में यह परिलक्षित हो रहा है कि उपरोक्त नियमों का सम्पूर्ण तौर पर अनुपालन नहीं किया जा रहा है। प्रायः यह देखा गया है कि अधिकारियों/अधिकारी चल एवं अचल सम्पत्ति का क्रय/विक्रय करने के पश्चात् परिषद् को मात्र सूचित कर देने के उद्देश्य से अपने कर्तव्य की इति श्री समझ लेने हैं। यह स्थिति अवांछनीय है।

*As amended vide G.O. No. 9/VI-74-Karmik-I, dated July 27, 1976

Permission for purchase of movable/immovable property**No. 4774-GM/SEB-III-75 A/72 dated October 12, 1976**

1-	Name, address and profession of the Vendor	
2-	Price of the property agree upon between the vendor and the vendee.	
3-	Source (s) of financing the transaction	
4-	Whether the transaction is proposed to be made through a reputed dealer or an agent of standing? If so, a letter to that effect from the authorized dealer/ agent of standing be enclosed.	
5-	Details and Description of Property	
6-	A certificate of the effect that the vendor has no covert overt official dealing with the officer	

Permission for Sale of movable/immovable property**No. 4774-GM/SEB-III-75 A/72 dated October 12, 1976**

1-	Name, address and profession of the Purchaser	
2-	Price at which the property is proposed to be sold by the officer/officials.	
3-	Whether any advance from the Board/Corporation was taken for purchase of property in question? If so, the correct position of outstanding dues, if any.	
4-	A certificate to the effect that the property in question is free from all encumbrances.	
5-	Whether the transaction is proposed to be carried out through a reputed dealer or an agent of standing? If so, a letter to that effect from the authorised dealer/agent of standing.	
6-	Details and description of the property.	
7-	Whether or not (i) prior permission was taken from the competent authority at the time of purchasing the property in question (ii) The property is shown in the last statement of property.	
8-	A certificate to the effect that the purchaser has no covert or direct official dealings with the officer/official.	