



Sant Longowal Institute of Engineering and Technology
Longowal, Distt. Sangrur, Punjab – 148106
(Deemed to be University under MoE, GOI)

Ref. No. SLIET/Admn./2020/A2/11259-63

Dated : 12/11/20

CIRCULAR

1. This Circular is issued in continuation to Circular No. SLIET/Admn./2019/2766-68 dated 30.07.2019 regarding requirement of prior permission for the activities, as required under CCS (Conduct) Rules, 1964.
2. It is observed that some of the employees of the Institute are not seeking prior intimation of Competent Authority to acquire or dispose of immovable property such as plot, agriculture land by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family which is violation of Rule 18(2) of CCS (Conduct) Rules, 1964.
3. Prior intimation is also required to construct house or any type of building in their existing landed property. The source of fund is also to be clearly mentioned in the application.
4. In case of purchase or disposal of vehicles owned by them or by dependent family members, the same needs to be intimated within one month of such acquisition/ disposal. A copy of Registration certificate is also to be produced along with it.
5. Further, all the employees are also required to give intimation of expenditure on repair or minor construction work in respect of immovable property if the estimate exceeds the limit prescribed in Rule 18 (3) of CCS (Conduct) Rules, 1964 ie more than two months' basic pay.
6. However, prior sanction of the competent authority should be obtained in all the cases regardless of amount involved in all the cases ie acquiring/ disposal of immovable / movable property, transaction regarding material purchases or contract for such repairs or minor construction, is with a person with whom the employee has official dealings.
7. DoPT OM No. 11013/2/2018-Estt.A-II dated 17 December, 2018 regarding Rule-18 of the CCS (Conduct) Rules, 1964 is enclosed for information of all the employees of the Institute. Accordingly, all employees of the Institute are required to give intimation about transaction in immovable and movable property in Standard Form-I and Form-II, respectively, attached with the DoPT O.M. referred above.
8. If any one has done such transactions in the past without intimation, approval etc., they may seek ex-post facto approval by **01.12.2020** along with supporting documents in the Form I and II as the case may be. No further opportunity will be given to regularize the same.
9. The immovable property so acquired/disposed of should be reported in the subsequent Annual Property Return also.

Mohinder
12/11/20
Deputy Registrar (Admn)

Copy to:

1. Director for kind information
2. Deans/ Registrar
3. HoDs for circulation among all employees working under them
4. FI, ACSS:- for uploading on Institute's website.
5. File copy