



**Sant Longowal Institute of Engineering and Technology,  
Longowal, Dist. Sangrur, Punjab – 148106  
(Deemed to be University under Ministry of Education)**

Ref. No.SLIET/Admn./2025-26/642

Dated : 08/05/2025

**CIRCULAR**

**Subject: Property Transactions by Government Servants – regarding.**

It has been noticed that, some of the employees are not giving advance intimation or taking prior permission of the competent authority for movable and immovable property transactions, which is against the Conduct Rules.

Rules for Property Transactions (Movable/ Immovable) are re-produced as under:-

1.	<b>Transactions by Government servant out of own funds.</b> i) <b>Immovables:-</b> When a Government servant acquires, or disposes of any immovable property or through Power of Attorney, directly by lease, mortgage, purchase, sale, gift or otherwise either in <b>his/her own name or in the name of any member of his/her family</b> , he/she should give prior intimation to the prescribed authority regarding such transactions. ii) <b>Movables:-</b> Any transaction in movable property by the Government servant either in <b>his/her own name or in the name of any member of his/her family</b> should be reported to the prescribed authority within one month of such transaction, if the value of such property exceeds two months basic pay of the Government servant. <b><i>In both cases, if the transaction is with a person having official dealings with the employee, previous sanction of the prescribed authority is necessary.</i></b>
2.	<b>Transactions of family members:</b> Transactions entered into by the family members of a government servant out of their own funds (including stridhan, gifts, inheritance, etc.) in their own names, need not be reported to Government (such transactions do not attract Conduct Rules)
3.	All Government servant belonging to Group "A", "B", "C" and erstwhile Group "D" Officers shall submit an annual return " <b>as on 31<sup>st</sup> December</b> " every year giving full particulars of immovable property inherited/owned/acquired/held by them on lease or mortgage either in their own name, or in any of their family member's name, or in any other person's name. Even if there is no change, complete details of all properties held as on 31 <sup>st</sup> December must be mentioned without fail.

Further, while buying/ disposing off vehicles, either permission in advance has to be taken or intimation has to be submitted within one month as the case may be along with the self attested copies of purchase invoice / proof of transaction & RC copy/ extract of the ownership. Online RC downloaded from Digilocker or Parivahan Sewa website of MoRTH, Govt of India is also acceptable. The onus of submitting the information/ property returns within the time limit lies with the employees; failing which disciplinary action may be initiated under CCS (Conduct) Rules, 1964. This should be strictly adhered to.

This has the approval of competent authority dated 07/05/2025

Hindi & Punjabi versions will follow.

*Mtm*  
08/05/25  
**Dy. Registrar(Admin)**

**Copy to:**

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|----|-------------------------------|---|---|
| 1. | Director, SLIET               | : | ➤ For Kind information, please.   |
| 2. | All Deans/ HoDs/ Section i/cs | : | ➤ With the request to circulate amongst all regular employees working in their Departments/ Sections, for compliance & display in notice board. |
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| 4. | Asso. Dean (Samarth/ERP)      | : | ➤ To upload on the Institute's Website.   |
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