



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
 श्रम एवं रोजगार मंत्रालय, भारत सरकार
 Ministry of Labour & Employment, Government of India
 भविष्य निधि भवन / Bhavishya Nidhi Bhawan
 14, भीकाजी कामा प्लेस, नई दिल्ली 110066
 Bhikaiji Cama Place, New Delhi 110066
www.epfindia.gov.in

No.HR/AVS/5(3)17/PR/Guidelines

Date: .2017

To

All ACC(Zones), Director(PDUNASS), ACC(ASD),
 All RPFC/OIC in-charge of RO/ZTI/ASD-HO.

03 AUG 2017

Subject: Guidelines for processing intimations under Rule-18 of CCS(Conduct) Rules, 1964.

Madam/Sir,

Intimations under Rule-18 of CCS(Conduct) Rules, 1964, as amended from time to time, are received in the Head Office from Group 'A' officers for their transactions in movable/immovable properties. Generally, following discrepancies *inter alia* have been noticed in such intimations as received in the Head Office:-

- (i). As the intimations submitted by officers in the office where they are posted for the time being are forwarded to the Zonal Office and then to the Head Office, sometimes it takes so much time that when the intimations are received in the Head Office these are already gone into the zone of deemed permission/sanction in terms of DoP&T OMs dated 07.07.1988 and 30.12.1988.
- (ii). Single intimation form is submitted for multiple transactions viz. purchase/sell of car and raising loans or purchase/sell of house/land and raising of loans, etc.
- (iii). Clarifications/documents asked for are not received for a long time, thus delaying the processing of the intimations.
- (iv). Intimations are submitted after stipulated time period on the *alibi* that the officer was not aware about rules/instructions in this regard.
- (v). Intimations are not furnished in a format prescribed under the rules.

2. Rule 18(2) of CCS (Conduct) Rules, 1964 provides that transaction in immovable property shall be entered into with prior knowledge of prescribed authority and with prior sanction in case of transaction with person having official dealing. Further, Rule 18(3) *ibid* provides that report of transaction in movable property shall be submitted within 01 month and prior sanction shall be obtained in case of transaction with person having official dealing.

3. Taking into account the discrepancies noticed in the intimations, following guidelines are issued in this regard:-

- (i) Officers must quote 17-digit EID in the name column of the intimation form.
- (ii) Officers should submit separate intimations regarding loans availed for acquisition of movable/immovable property.
- (iii) The entire cost of the property to be acquired and the source of funds should be tallied and the source documents should be enclosed duly referring the entries.
- (iv) Officers should submit intimation on prescribed format alongwith relevant documents within prescribed time to the office [eg. Zonal Office, Regional Office, ZTI, ASD] where he is posted and, after preliminary examination of the same to preclude aforesaid discrepancies, the office should immediately or the latest within 02 days of receipt send the intimation directly to Head Office.
- (v) Clarifications/documents required by the Head Office must be furnished by the concerned office immediately or the latest within 02 days of receipt of request, after obtaining the same from the officer concerned by issuing letter and, if required, reminder(s) to him.

Yours faithfully,

(K. V. Sarveswaran)

Addl. Central P.F. Commissioner (HQ)HR