

Circular
7/15

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Secretary, ICFRE



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INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION
(An Autonomous Body of the Ministry of Environment & Forests, Govt. of India)
P.O. New Forest, Dehradun – 248 006

F. No.60-30/2011-ICFRE(FRI)

Dated the 06th September, 2012

To,

1. All DDGs/Director (IC)/ADGs/Director, Biodiversity Con. Div. ICFRE
2. All the Directors of Institutes/Research Centres

Sub.: Prior permission for purchase of immovable/moveable property under CCS (Conduct) rules 1964- regarding.

Sir,

It has been observed that the official working in ICFRE and its Institutes while applying for prior permission for purchase/sale of immovable/moveable property under CCS (Conduct) rules 1964, are not filing the information submitted by them, in prescribed proforma and without all relevant documents. Therefore, un-necessary delay/correspondence has occurred while dealing such cases.

In view above, it is requested that while forwarding the application of an official on the subject cited above, please ensure that the documents are in order as per the following checklist:-

1. Application in prescribed proforma as given in CCS (Conduct) Rules (format enclosed).
2. Certificate from the concerned agency from which the loan was borrowed by them indicating details of monthly amount of EMI & numbers of installments.
3. Copy of GPF sanction letter, if funded by the GPF Account.
4. Copy of Saving Bank Pass Book, if funded by their own savings
5. Copy of Purchase/Sale Deed of Land or House/flat, which is applicable.

It is, therefore, requested that the content of this letter may kindly be brought in notice of all officers/officials working under your kind control to adherence of specification to avoid any delay in the matter. Further, ensure that all above mentioned documents are in order; otherwise they may be asked to submit the same before forwarding the application of an official for the purpose.

The prescribed proforma for prior permission for purchase/sale of immovable/moveable property under CCS (Conduct) rules 1964 can be downloaded from ICFRE website.

Yours faithfully,
(Signature)
(Sudhanshu Gupta)
Secretary, ICFRE

Copy to the Head, IT Division, ICFRE alongwith a copy of prescribed format with request to upload the same in ICFRE web portal.

Form for giving prior intimation or seeking previous sanction under Rule 10(2) in respect of immovable property (other than for building of or additions and alteration to a house)

[G.L., Dept. of Per. & Trg., O.M. No. 11013/11/85-Ests.(A), dated, the 23rd June, 1986]

1. Name and Designation
2. Scale of pay and present pay
3. Purpose of application- Sanction for transaction /prior intimation of transaction
4. Whether property is being acquired or disposed of
5. Probable date of acquisition/disposal of property
6. Mode of acquisition/disposal
7. (a) Full details about location, viz., Municipal no., Street/ Village/Taluk/District and State in which situated
- (b) Description of the property, in the case of cultivable land, dry or irrigated land
- (c) Whether freehold or leasehold
- (d) Whether the applicant's interest in the property is in full or part (in case of partial interest, the extent of such interest must be indicated)
- (e) In case the transaction is not exclusively in the name of the government servant, particulars of ownership and share of each member
8. Sale/purchase price of the property (Market value in the case of gifts)
9. In cases of acquisition, source or sources from which financed/proposed to be financed-
 - (a) Personal savings
 - (b) Other sources giving details
10. In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition? (A copy of the sanction/ acknowledgement should be attached)

P.T.O.

11. (a) Name and address of the party with whom transaction is proposed to be made
- (b) Is the party related to the applicant? If so, state the relationship
- (c) Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future?
- (d) How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given)
12. In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964
13. Any other relevant fact which the applicant may like to mention

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DECLARATION

I,, hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in item 11 above.

OR

I,, hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:
Date:

Signature:
Designation:
Division

NOTE1. In the above form, different portion may be used according to requirement.

NOTE2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.