

Vivek Khandekar, IFS
Secretary, ICFRE



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

No. 60-30/2013-ICFRE (HFRI)

Dated the 08 June, 2016

To,

1. All DDGs/Director (IC)/ADGs, ICFRE
2. All the Directors of the Institutes/Research Centers.

Sub.: Prior permission/intimation for transaction of movable/immovable property under CCS (Conduct) Rules 1964 – regarding.

Sir,

With reference to subject cited above, your kind attention is invited to the contents of this office letter No.60-30/2011-ICFRE (FRI), dated 06.09.2012. (Copy enclosed for ready reference).

In this connection, it is observed that the photocopies of relevant documents of documentary proof submitted by the officer/official concern with their intimation/application for transaction of movable/immovable property are required to be self-attested or attested by the some competent authority like bank manager etc.

It is, therefore, requested that the content of this letter may kindly be brought to the notice of all officers/officials working under your control. Further, ensure that intimation/application and documents are in accordance with as specified in the enclosed letter (cited above) and photocopies of all supporting documents submitted therewith should be duly self-attested by the officer/official concern or by the competent authority.

Encl: As above

Yours faithfully,


08/6/16
(Vivek Khandekar)
Secretary,

Indian Council of Forestry Research & Education

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Copy to the Head, IT Division, ICFRE with request to upload it on ICFRE web portal.

Sudhanshu Gupta, IFS
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,
(Sudhanshu Gupta)
Secretary, ICFRE

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