



No. A-15018/1/O.O/2023-Ad.I
भारत सरकार / Government of India
गृह मंत्रालय / Ministry of Home Affairs
समन्वय निदेशालय पुलिस बेतार
Directorate of Coordination Police Wireless



खण्ड सं-9, के० स० का० परिसर/Block No. -9, C.G.O. Complex,
लोधी रोड, नई दिल्ली/Lodhi Road, New Delhi-3
दिनांक/ Dated: 26th June, 2025


परिपत्र/CIRCULAR

Subject: Guidelines/Check list for Submission of Immovable/Movable Property case in respect of officers/officials of DCPW for intimation under Rule 18 of CCS(Conduct) Rule 1964.

All officers and officials of this Directorate are hereby informed that uniform and standardized guidelines have been formulated for giving prior intimation regarding Immovable/Movable Property cases under Rule 18 of the CCS (Conduct) Rules, 1964. The guidelines in this regard are **enclosed herewith** for reference.

2. The concerned Zonal/Station/Section In-Charges of this Directorate are requested to carefully scrutinize such intimation applications in accordance with the enclosed guidelines and forward only those applications to this Headquarters which fulfill the conditions specified in the said guidelines.
3. This issues with the approval of the Competent Authority.
4. Hindi version will follow.

Encl: As above


26/6/25
(Khem Chand)
Joint Assistant Director(Admn.)

Copy to:-

1. PS to Director.
2. PA to Addl. Director(HQ) / PA to Addl. Director(OPS).
3. All JDs/DDs/ZAOs.
4. I/C of All sections HQrs/CPRTI/POLNET Hub.
5. I/C of All ISPW Stations/ All RPWTIs.
6. AD (IT): for uploading on the website of DCPW.
7. File.

**Guidelines for giving prior intimation of Immovable/Movable
Property case in respect of officers/officials of DCPW under Rule 18
of CCS(Conduct) Rule 1964.**

It has been observed that cases of acquisition/disposal of Immovable/Movable property are received without requisite documents. This has often resulted delay in processing of cases. Therefore, in order to avoid such delay in processing these cases the following check points may please be ensured while sending the case to HQrs office:

- i. Officers/officials giving prior intimation of Immovable/Movable Property shall mention the details in the forwarding letter and a check list (**Annexure-A**) containing the information be attached with the Form I /Form -II(As applicable) as per instant DoP&T guidelines, for being forwarded to this Hqrs.
- ii. Each column of Form I / Form -II (as applicable) should be filled up properly/completely along with supporting documents.(**copy enclosed**)
- iii. In case of Acquisition, complete details regarding the **source of funds** must be clearly mentioned and supported by relevant documents.
- iv. In case of joint acquisition (with spouse or any other relative) the source of income of Co- applicant should also be intimated along with supporting documents.
- v. If interest free loan is taken from relatives, then NOC from them along with their source of income should also require to be submitted.
- vi. Copy of Agreement to Sale/Purchase of the immovable property should be enclosed.

Encl: As above


26.6.25
(Khem Chand)

Joint Assistant Director(Admn.)

Annexure-A

CHECKLIST

For giving prior intimation of Immovable/Movable Property case in respect of officers/officials of DCPW under Rule 18 of CCS(Conduct) Rule 1964.

Sl.No	Items	Checklist
1.	Name & Designation:	
2.	Date of Joining Government Service:	
3.	Whether duly filled Form-I/Form-II (as applicable) are enclosed:	
4.	Whether Complete breakup of source of expenditure is furnished:	
	Source of expenditure: a. Copy of Passbook: b. Copy of Bank Loan: c. Copy of other source of finance:	
5.	Details of Immovable/Movable property held till date (as applicable):	
6.	Whether IPR for the previous year was submitted:	



FORM – I

FORM FOR GIVING PRIOR INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE 18 (2) OF THE CCS (CONDUCT) RULES, 1964 FOR TRANSACTION IN RESPECT OF IMMOVABLE PROPERTY.

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..	

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|--------|--|
| 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). |
| 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. |

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 :

Signature :

Date :

Designation :

Note:

1. In the above form, different portions may be used according to requirement.
2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

FORM-II

FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE 18 (3) OF THE CCS (CONDUCT) RULES, 1964 FOR TRANSACTION IN RESPECT OF MOVABLE PROPERTY.

1.	Name of the Government servant.
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. (a)	Probable date of acquisition or disposal of property.
(b)	If the property is already acquired/disposed of – Actual date of transaction.
6.(a)	Description of the property (e.g. Car/Scooter/Motor Cycle / Refrigerator / radio / radiogram/jewellery/loans/insurance policies etc.)
(b)	Make, model (and also registration No. in case of vehicles), where necessary.
7.	Mode of acquisition/disposal (Purchase/sale, gift, mortgage, lease or otherwise).
8.	Sale/purchase price of the property. (Market value in the case of gifts)
9.	In case 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).

Contd.../-

11. (a)	Name and address of the party with whom transaction is proposed to be made/has been 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)	Nature of official dealings with the party.
(e)	How was the transaction arranged? (Whether through any statutory body or a private agency through advertisements or through friends and relatives. Full particulars to be given).
12.	In the case of acquisition by gifts, 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.

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 :

Signature :

Date :

Designation :

Note:

1. In the above form, different portions may be used according to requirement.
2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.
