



सं/No. : 5-1(592)/2018-PD

दिनांक/Dated: 18.02.2019

प्रेषक / From :

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी की गई निम्नलिखित कार्यालय जापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अशेषित करने का निदेश हुआ है:

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

| क्रम सं./ Sl No. | कार्यालय जापन सं./ Office Memorandum No. | विषय/ Subject |
|---------------------|---|---|
| 1. | Govt. of India, DoPT OM No 11013/6/2018- Estt. A-III dated 07.02.2019. | CCS (Conduct) Rules, 1964- Revision in limit for intimation in respect of transactions in sale and purchase of shares, securities, debentures etc. |

भवदीय/Yours faithfully

(सिद्धार्थ दे / Siddhartha Dey)
अनु. अधि. (नीति प्रभाग)/ SO(PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस कार्यालय जापन को उपलब्ध कराने के अनुरोध के साथ / Head, IT Division with the request to make this OM available on the website & Policy Repository.
- कार्यालय प्रति/Office copy.

NISCAIR

Date - 08/01/2019

For Information, guidance and Compliance

- To,
- All Sectional/ Divisional Heads.
 - Head IT for upload on NISCAIR website
 - All Mobile Boards
 - PS to Director

(Simesh Verma)
Sr. COA

F. No. 11013/6/2018-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training
Establishment A-III Desk

North Block, New Delhi-110001

Date: 07.02.2019

OFFICE MEMORANDUM

Subject: CCS (Conduct) Rules, 1964 - Revision in limit for intimation in respect of transactions in sale and purchase of shares, securities, debentures etc.

The undersigned is directed to refer to this Department's O.M. No. 11013/6/91-Ests.(A) dated 08.04.1992 prescribing the following limit of transactions in shares, securities, debentures or mutual funds scheme, etc for intimation to Government in a prescribed format:

- (i) **Group 'A' and 'B' Officers** - If the total transaction in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 50,000/- during the calendar year.
- (ii) **Group 'C' and 'D' Officers** - If the total transaction in shares, securities, debentures or mutual funds scheme etc. exceeds Rs. 25,000/- during calendar year.

2. Sub-rule (1) of the Rule 16 provides that no Government servant shall speculate in any stock, share or other investment. It has also been explained that frequent purchase or sale or both, of share, securities or others investments shall be deemed to be speculation within the meaning of this sub-rule. But, the occasional investments made through stock brokers or other persons duly authorized and licensed or who have obtained a certificate of registration under the relevant laws is allowed in this rule. With a view to enable the administrative authorities to keep a watch over such transaction, it has been decided that an intimation may be sent in the enclosed proforma to the prescribed authority in respect of all Government servants, if the total transactions in shares, securities, debentures, mutual funds scheme, etc. exceeds **six months' basic pay of Government servant** during the calendar year (to be submitted by 31st January of subsequent calendar year).

Contd..

3. It is also clarified that since shares, securities, debentures, etc. are treated as movable property for the purpose of Rule 18(3) of CCS(Conduct) Rules, 1964, if an individual transaction exceeds the amount prescribed in Rule 18(3), the intimation to the prescribed authority would still be necessary. The intimation prescribed in para 2 above will be in addition to this, where cumulative transaction(s) i.e. sale, purchase or both in shares, securities, debentures or mutual funds, etc. in a year exceed the limits indicated in para 2 above.
4. This Office Memorandum issues in supersession of this Department's O.M. No. 11013/6/91-Ests.(A) dated 08.04.1992.
5. In so far as the personnel serving in Indian Audit and Accounts Department are concerned, these instructions are being issued after consultation with the Comptroller and Auditor General of India.
6. All Ministries/ Departments are requested to bring these instructions to the notice of all concerned authorities under their control.
7. Hindi version will follow.



(Satish Kumar)

Under Secretary to the Govt. of India

To

The Secretaries of All Ministries/Departments
(as per the standard list)

Copy to:

1. President's Secretariat, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Secretary, Central Vigilance Commission
8. The Secretary, Union Public Service Commission, New Delhi.
9. The Secretary, Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.

Contd..

- 11.National Commission for Scheduled Castes, New Delhi.
- 12.National Commission for Scheduled Tribes, New Delhi.
- 13.National Commission for OBCs, New Delhi.
- 14.Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi.
- 15.CVOs of all Ministries/Departments.
- 16.ADG (M&C), Press Information Bureau, DoP&T
- 17.NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Ministry under the Head Notifications >> OMs & Orders >> Establishment >> CCS (Conduct)Rules & What's New]
- 18.Hindi Section, DoP&T



(Satish Kumar)

Under Secretary to the Govt. of India

**Proforma for intimation under Rule 18(4) of CCS (Conduct) Rules, 1964
for transactions in shares, securities, debentures, investment in mutual
fund schemes, etc.**

1. Name of the Government servant : _____
 - (a) Designation: _____
 - (b) Service to which belongs: _____
 - (c) Employee No. / Code No.: _____

2. Scale of Pay and present pay: _____

3. Details of each transaction made in shares, securities, debentures, mutual funds scheme, etc. during the calendar year. _____

4. Particulars of the party/firm with whom transaction(s) is made:-
 - (a) Is party related to the applicant? _____
 - (b) Did the applicant have any dealings with the party in his/her official capacity at any time or is the applicant likely to have any dealings with him in the near future. _____

5. Source(s) from which financed:-
 - (a) Personal savings.
 - (b) Other sources giving details

6. Any other relevant fact which applicant may like to mention.

Declaration

I hereby declare that the particulars given above are true.

Place:
Date:

Signature
Designation