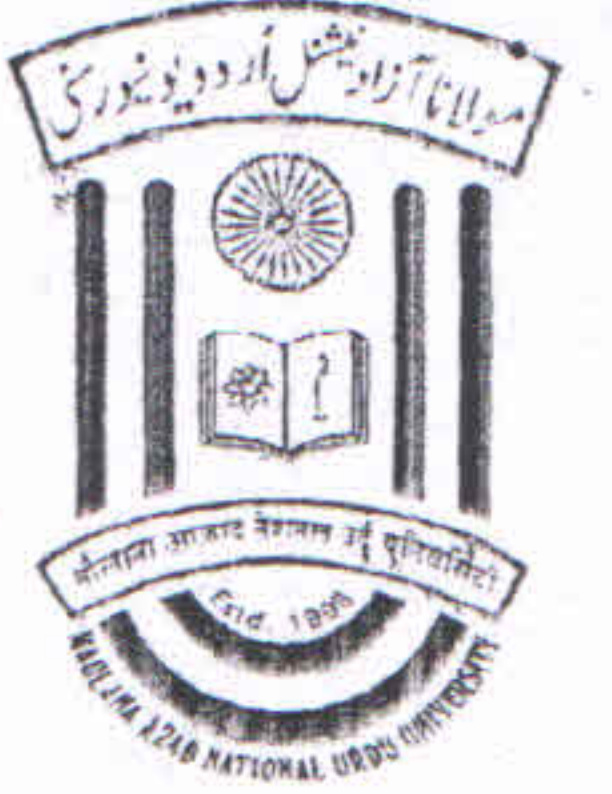


مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited "A" Grade by NAAC)

ADMINISTRATION & GOVERNANCE SECTION



No. MANUU/ Admn&Gov-III/F.43/2015-16/971

23<sup>rd</sup> July, 2015

CIRCULAR

**Sub:** MANUU - Administration & Governance - Central Civil Services Conduct Rules 1964 - Submission of Transactions in movable property - Reg.

**Ref:** 1. Note No. MANUU/CVO&SA/Vigilance/2015-16/8, dated 25.06.2015  
2. Vice Chancellor's approval dated 08.07.2015

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This is for information of all *Group A & B officers* (Teaching & Non-Teaching) that as per rule 18 (3) of the CSS (Conduct) Rules, 1964, where a Government servant enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the Government servant:

Provided that the previous sanction of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealings with him.

EXPLANATION 1.-For the purposes of this rule-

(1) the expression "movable property" includes-

- jewellery, insurance policies, the annual premia of which exceeds two months' basic pay of the Government servant, shares, securities and debentures;
- all loans, whether secured or not, advanced or taken by the Government servant;
- motor cars, motor cycles, horses or any other means of conveyance; and
- refrigerators, radios [radiograms and television sets]

The first Return has to be submitted on the first appointment to any service or post as on 31<sup>st</sup> December.

Then every transaction in movable property has to be reported within one month for the date of such transaction if value of such property exceeds two month basic pay of the government servant.

The Return has to be submitted to the ER-I & ER-II Sections of the University by the teaching and non-teaching staff respectively of the University.

Registrar I/c

To

All Deans of Schools of Studies, All Heads of Departments (Teaching)/Centres/DDE  
All Sections Heads/Incharges (Non-Teaching) of Regional Centres, Sub-Centres,  
Colleges of Teachers Edn., ITIs, Model Schools, etc.

Copy to: 1. Secretary to VC, 2. Registrar's/F.O's Offices, 3. Concerned File

Gachibowli, Hyderabad - 500 032, Telangana, India

Admn & Gov: Tel Fax - 040- 23006609 Email: manuang@gmail.com

MANUU EPABX 2300-6612, 13, 14, 15

Website: www.manuu.ac.in

Statement of movable property on first appointment as on the 31<sup>st</sup> December 20 .....

Sl. No.	Description of items	Price or value at the time of acquisition and/or the total payments made up to the date of return, as the case may be in case of articles purchased on hire purchase or instalment basis	If not in own name, name and address of the person in whose name and his/her relationship with the Government servant	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6

Date \_\_\_\_\_

Signature \_\_\_\_\_

NOTE 1. - In this Form, information may be given regarding items like (a) jewellery owned by him (total value); (b) silver and other precious metals and precious stones owned by him not forming part of jewellery (total value); (c) (i) Motor Cars, (ii) Scooters/ Motor Cycles, (iii) refrigerators/ air-conditioners, (iv) radios/ radiograms/ television sets and any other articles, the value of which individually exceeds 1,000; (d) value of items of movable property individually worth less than 1,000 other than articles of daily use such as clothes, utensils, books, crockery, etc., added together as lumpsum.

NOTE 2. - In Column 5, may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

NOTE 3. - In Column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.