



राष्ट्रीय फ़ैशन प्रौद्योगिकी संस्थान
National Institute of Fashion Technology
स्थापना-I विभाग, निफ़्ट मुख्यालय
Establishment-I Department, NIFT Head Office

No.NIFT/HO/Estt.-I/ Imm./Mov. Property Return/2024

14th October, 2024

OFFICE MEMORANDUM

Sub: Intimation under Rule 18(3) of the CCS (Conduct) Rule 1964 – reg.

Rule 18 (3) of CCS (Conduct) Rules, 1964 mandates furnishing of information of acquisition or disposal of movable property by the employee or the member of his / her family.

2. The information is to be furnished within one month of the completion of transaction:-
 - (a) Only if the amount of the movable property / transaction is equal to or more than his / her two months' basic pay.
 - (b) There is no requirement of prior intimation in case of movable property.
 - (c) However, permission shall be obtained before entering into the transaction if the transaction is with any person / undertaking / firm / company having official dealings with NIFT.
3. Movable property includes :-
 - (a) Jewellery
 - (b) Insurance policies whose annual premia is more than 2 months' basic pay. In case, the annual premia is less than 2 months' basic pay, amount received as survival benefit shall be intimated if the amount is more than 2 months' basic pay.
 - (c) Shares, debentures, Fixed Deposits and other investments where a single transaction is valued equal to or more than 2 months' basic pay.
 - (d) Vehicles
 - (e) A number of items such as television, fridge, air conditioner, phone, etc. acquired or disposed of in a single transaction where the cost of individual items is less than 2 months' basic pay but the cumulative cost of the bill is equal to 2 months' basic pay shall also be reported.
 - (f) Loan (secured as well as unsecured)
4. The information shall be furnished in Form-II (copy enclosed) along with all relevant documents such as :-
 - (a) Total cost of the property
 - (b) Source of funds (own savings / loan / share from family member)

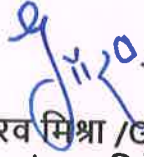
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14.10.24

- (c) Relevant extract of the bank account indicating the transfer of amount
- (d) In case of vehicles, Registration No. (i.e. copy of RC) of vehicle, type of vehicle, copy of insurance document and driving license are also required to be provided

5. The said FORM-II is required to be submitted by the employee alongwith the above documents to the Establishment Department of the campus where his / her personal file is being maintained. In the case of Campus Directors and Officials of NIFT Head Office the same may be submitted to the Establishment Department, NIFT Head Office.

6. Campus Directors are requested to ensure strict implementation of these guidelines in respect of movable property and widely circulate the same to all officials of the campus.


गौरव मिश्रा / Gaurav Mishra
संयुक्त निदेशक (स्थापना)
14.10.2024

Copy to:-

1. All Campus Directors / Joint Directors
2. Director (F&A), NIFT Head Office
3. Director (IT) : with request to upload the same on NIFT Website
4. PS to DG NIFT