

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs): DELHI

CIRCULAR

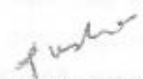
Sub: Matter regarding intimation of Movable and Immovable Transactions under Conduct Rules.

It is impressed upon all the employees of this establishment to follow the following instructions before entering into any transactions in respect of movable & immovable properties acquired or disposed by them as:-

1. The employee shall comply with the directions given under the CCS Conduct Rules, 1964 and shall intimate the office well in time about transactions of any movable, immovable and valuable property either in his/her own name or in the name of any member of his/her family.
2. The employee shall not acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise without the previous knowledge of this office.
3. If an employee enters into transaction in respect of movable property, he/she shall intimate the office within one month from the date of such transaction.
4. The employee shall obtain previous sanction of the office, if any such transaction in respect of movable or immovable property is with a person having official dealings with him/her.
5. The employee shall furnish the complete information in respect of transaction of immovable or movable property alongwith duly filled prescribed proforma under Rule 18(2) and 18(3) of the CCS Conduct Rules, 1964, respectively and shall mention the complete details and cost of the property/assets as well as amount of stamp duty & registration charges, paid for the same.
6. In case of availing personal loan/home loan/ finance, shall mention the full name and address of the Bank/society from which the same is availed, amount of Loan, tenure of loan and EMI to be paid and shall furnish the proforma under Rule 18(3) of the CCS Conduct Rule, 1964, in this regard.
7. The employee shall furnish an undertaking in case of availing loan/personal loan/home loan/finance, that the repayment of such loan amount shall be his/her own responsibility and the office will not be liable for the repayment of the said loan amount.
8. The employee shall mention the complete source as well as mode of transaction and the details of funds used or arranged (through savings/GPF/PPF/Loan/gift etc.) for the transaction and to furnish the photocopy of documentary proofs (i.e. Bank passbook, sanction letter of GPF/PPF/loan/home loan etc.) duly highlighting the transactions done in this regard.

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9. In case part of amount of a particular transaction is paid by someone else including their spouse, parents, children, relatives, friends, etc., or the employee has borrowed some amount from any of them, employee should disclose the nature of employment of that person, his/her annual income and source of accumulation of the amount in his/her bank account. Such disclosure shall be authenticated by that person.
10. The photocopy of documents furnished alongwith the intimation of transaction shall be attested/self-attested (i.e. Sale deed/Registry/GPA/Gift deed/Invoice/ Bills, Bank Passbook, Sanction letter of GPA/PPF/Loan, etc.).


(MANJUSHA WADHWA)
Administrative Judge/AD&SJ
O/o District & Sessions Judge (HQs):
Delhi.

No./Admn.I & II/PF-Cir./2019/ 406/8637-8887 Delhi, Dated the 12 FEB 2019

Copy forwarded for information & necessary action to :-

1. The Register General, Hon'ble High Court of Delhi, New Delhi with the request to convey the above said information to the Staff members of this office working under their kind control on deputation basis or diverted capacity.
2. The District & Sessions Judges, West, North, North-West, South-West, South, South-East, New Delhi, East, North-East & Shahdara Districts, Delhi/New Delhi with the request to direct the quarter concerned to circulate the aforesaid information amongst the staff posted under their control.
3. The Principal Judge, Family Courts (HQs), Dwarka Court Complex, New Delhi with the request to convey the above said information to the Staff members of this office working under their kind control on deputation basis or diverted capacity.
4. The Chairperson, Delhi Judicial Academy, Dwarka, New Delhi with the request to convey the above said information to the Staff members of this office working under their kind control on deputation basis or diverted capacity.
5. The Secretary, DLSA, Patiala House Courts, New Delhi with the request to convey the above said information to the Staff members of this office working under their kind control on deputation basis or diverted capacity.
6. All the Judicial Officers on Deputation/Diverted Capacity with the request to convey the aforesaid information to the staff members of this office working under their control.
7. All the Judicial Officers (Central District) with the request to convey the aforesaid information to the staff members of this office working under their control.
8. All the Sr. Administrative Officers (J) / Administrative Officers (J) / Branch In-charges of this office, to convey the aforesaid information to the staff members of this office working under their control.
9. PS to the Ld. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
10. Dealing Officials, Personal Files Seat, (Admn.I, II & III), Tis Hazari Courts, Delhi.
11. Hindi Section, Tis Hazari Courts, Delhi.
12. For uploading on LAYERS.
13. For uploading on centralized website through LAYERS.


Administrative Judge/AD&SJ
O/o District & Sessions Judge (HQs):
Delhi.