

महालेखाकार का कार्यालय  
(लेखापरीक्षा) तेलंगाना  
सैफाबाद, हैदराबाद-500004



OFFICE OF THE ACCOUNTANT  
GENERAL (AUDIT) TELANGANA  
SAIFABAD, HYDERABAD-500004

Lr.No.AG(Au)/Telangana/Admn.III/Misc.II/2024-25/Tr.No.

29-11-2024

## **CIRCULAR**

As per DoPT Office Memorandum No. F.No.11013/6/2018-Estt.A-III dated 07.02.2019, Government Servants have to intimate to the Government (in the prescribed proforma) where the cumulative transactions in shares, securities, mutual funds scheme etc., exceed six months' basic pay of government servant during the calendar year.

Therefore, all the officials of this office are hereby directed to intimate transactions in shares, securities, mutual funds schemes as required under the above said OM for the calendar year 2024 i.e., from 01.01.2024 to 31.12.2024 in Admn. III section on or before 31.01.2025. Proforma is available at (1) intranet (within the office): <http://10.53.194.22> ; and (2) internet : 117.247.178.78

Further, it is reiterated that since shares, securities, debentures etc., are treated as movable property, Government has to be intimated, if an individual transaction exceeds twice the basic pay of a government servant, under Rule 18(3) of CCS(Conduct) Rules, 1964.

वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)  
**SR. AUDIT OFFICER (ADMN.)**

To  
Notice Boards  
Secretary to AG  
PAs to DAGs  
Branch Officers of Headquarters Sections  
All Field Audit Staff (through Headquarters/Controlling sections)  
Officials on Deputation/Foreign Service  
All Audit Sections located outside the main office

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**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 fund schemes, etc. during the calendar year:

Sl.No.	Type of investment (including name of company)	Amount

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:

Signature:

Date:

Designation: