

भारतसरकार  
प्रधानमुख्यआयकरआयुक्तकाकार्यालय  
आंध्रप्रदेशतेलंगाना  
10वींमंजिल, 'D'ब्लॉक, आयकरशिखर,  
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D. 2020-21 Communication from Admin does  
GOVERNMENT OF INDIA  
Office of the  
Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana  
10<sup>th</sup> Floor, 'B' Block,  
IT Towers, A.C.Guards,  
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F.No./IPR/Circulars/Con./Estt./Pr.CCIT, Hyd/2021-22

Date: 7<sup>th</sup> September 2021.

### MEMORANDUM

Sub: Submission of intimation u/r 18(2), 18(3) & 13(3) of the CCS (Conduct) Rules – Reg.

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It is seen that while submitting the intimation u/r 18(2) for acquisition of Immovable Properties, loans or gifts are taken, but no prior intimation is made or prior sanction is requested for entering into loan transaction or gift taken.

2. I am directed to bring to the notice of all the Officers/ officials to henceforth submit a separate form of Intimation u/r 18(3) to their respective competent authority wheresoever, if the transaction of property in Movable / Immovable is done through sources involving loan taken from Bank / Financial Institutions or any of family member / any other third party if the amount involved exceeds two months basic pay of the employee.

3. Similarly, in case of gifts, prior sanction is required as per Rule 13(3) of the Conduct Rules.

4. I am directed to request all the Heads of the Department to direct the Officers / Officials under the respective jurisdiction to comply with the guidelines and to submit the Form of Intimation henceforth in accordance with the directions.

*B. Srinivasa Rao* 7/9/21

(B. Srinivasa Rao)  
Jt. Commissioner of Income-tax (OSD)  
(HQ)(Admin), Hyderabad,  
O/o. Pr.CCIT, AP & TS.

To

All the Heads of the Department in the Pr.CCIT AP & TS Region.