

CSIR - Central Road Research Institute  
Delhi-Mathura Road, New Delhi-110025

No. CRRI/State/2003-Vig.

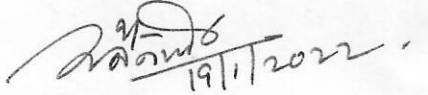
19.01.2022

OFFICE MEMORANDUM

**Sub: Sensitizing for Rule 18 of CCS (Conduct) Rules, 1964-reg.**

Attention is invited to the CVO, CSIR letter No. 15-1(155)/2020-Vig. dated 30.09.2021 (copy enclosed), on above mentioned subject, wherein the CVO, CSIR has stated that it has been observed that during the scrutiny of the Annual Property Returns furnished by the concerned officers, the due procedure as prescribed under Rule 18 of CCS Conduct Rules are not being followed for taking the prior permission/intimation for acquiring or disposing of the property and the requisite vital information related to details of the property, sources of the funding, related documents etc. are not being intimated by the concerned officers.

2. In view of above para an awareness program is being organized in CRRI on 21.01.2022 at 03.00PM through online mode.
3. The Administrative Officer, CRRI will give a lecture on intimation/prior sanction of (Movable and Immovable Property) under Rule 18 of CCS (Conduct) Rules, 1964.
4. Therefore, all employees are requested to join the awareness program through online mode.
5. The link of awareness program will be sent to email id of all HoDs/Staff.

  
(SANGEETA BANERJEE)  
Sr. Controller of Administration

**To:**

1. **All HODs/Sectional Heads**— with the request to direct all the regular staff members to attend/join the above program through online mode.

**Copy to:**

1. PA to DRRI- for Kind information of DRRI
2. PA to Sr. CoA, CRRI
3. PA to AO, CRRI
4. **HOD, CCN** — with the request to create a link for above program and upload the OM on CRRI website, Intranet and on the Electronic Display at reception.