

File No.7-ITPO(3)/E-I/2002 Pt.
India Trade Promotion Organisation
(Administration Division, E-I Section)

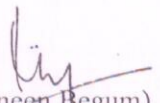
26th September, 2019

Office Order No. Admin/99/2019

The Board of Directors in its 209th meeting held on 29.08.2019 has approved the following amendment/addition in Rule 16 (1) and Rule 18 of the ITPO Employees (Conduct, Discipline and Appeal) Rules :-

Existing	Revised
<p><u>Rule No. 16 (1)- INVESTMENT, LENDING AND BORROWING</u></p> <p>No employee shall speculate in any stock, share or other investment.</p> <p>Explanation: Frequent purchase or sale or both of shares, securities or other investments of a fluctuating value shall be deemed to be speculation within the meaning of this sub-rule.</p>	<p>No Government servant shall speculate in any stock, share or other investment.</p> <p>Explanation: Frequent purchase or sale or both, of shares, securities or others investments shall be deemed to be speculation within the meaning of this sub-rule. But, the occasional investments made through stock brokers or other persons duly authorized and licensed or who have obtained a certificate of registration under the relevant laws is allowed. With a view to enable the administrative authorities to keep a watch over such transactions, it has been decided that an intimation may be sent in the enclosed proforma (Annexure -2) to the prescribed authority in respect of all Government servants, if the total transactions in shares, securities, debentures, mutual funds scheme, etc. exceeds six months' basic pay of Government servant during the calendar year (to be submitted by 31st January of subsequent calendar year).</p>
<p><u>Addition</u></p> <p>Rule 18 (4) - MOVABLE, IMMOVABLE and VALUABLE PROPERTY</p>	<p>Shares, securities, debentures, etc. are treated as movable property for the purpose of Rule 18(3), if an individual transaction exceeds the amount prescribed in Rule 18(3), the intimation to the prescribed authority would still be necessary. The intimation prescribed in Rule 16 (1) above will be in addition to this, where cumulative transaction(s) i.e. sale, purchase or both in shares, securities, debentures or mutual funds, etc. in a year exceed the limits indicated in Rule 16(1).</p>

This issues with the approval of the Competent Authority.


(Nazneen Begum)
Manager (Admin)

Copy to:

1. PS to CMD
2. PS to ED
3. All HODs
4. Vigilance/ Revenue Section/ CS Unit/ Regional Offices/ Computer(E-I)- To incorporate the above amendment in DFPR.
5. Office Order Register

ANNEXURE-II

Form for giving intimation under Rule 18(4) of CCS [Conduct] Rules, 1964 for transactions in shares, securities, debentures and investment in mutual fund schemes etc.

1. Name and Designation
2. Scale of pay and present pay
3. Details of each transaction made in shares, securities, debentures, mutual funds scheme etc. during the calendar year.
4. Particulars of the party/firm with whom transaction is made:-
 - a) Is party related to the applicant?
 - b) Did the applicant have any dealings with the party in his official capacity at any time or is the applicant likely to have any dealings with him in the near future?
5. Source or sources 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.

Station : Signature.....

Date : Designation.....

[To be Published in Part II Section 3 Sub-section II of the Gazette of India]