

Procedure for prior intimation/sanction for acquisition/disposal of movable/immovable property in terms of Rule 16.0 of SAIL CDA Rules, 1977

1.0 This procedure shall govern all the transactions for acquisition/disposal of movable/immovable property in terms of Sub-Rule (3) or (4) or (5) of Rule 16.0 of the SAIL CDA Rules 1977.

2.0 In order to comply with the provisions prescribed under rule 16.0 (3), (4) or (5) of the SAIL CDA Rules, 1977, every employee shall be required to apply for prior intimation/sanction of Competent Authority, in the format as prescribed below, and submit the same to the concerned Personnel Officer/In-Charge of Executive Cells as per the timelines prescribed below:

<i>Nature of Property</i>	<i>Type of Transaction</i>	<i>Applicable Form</i>	<i>Time-line</i>
Immovable	Transaction with a person or a firm having official dealings with the employee or his subordinate. [Refer Rule 16.0 (4)]	Form-A	At least 15 days before the proposed date of transaction
	Transaction for acquiring or disposing of any immovable property either in his/her own name or in name of any member of his/her family. [Refer Rule 16.0 (3)]	Form-B	Prior to entering into the transaction
Movable	Transaction with a person or a firm having official dealings with the employee or his subordinate. [Refer Rule 16.0 (4)]	Form-A	At least 15 days before the proposed date of transaction
	Transaction concerning movable property owned or held by the employee in his/her own name or family. [Refer Rule 16.0 (5)]	Form-C	Within one month from the date of transaction

3.0 Upon receipt of the filled-in form complete in all respect, concerned Personnel Officer/In-Charge of Executive Cell will forward the case along with relevant records for the previous knowledge/sanction of the Competent Authority as provided below:

<i>Type of Transaction</i>	<i>Time-limit for forwarding the case to the Competent Authority for intimation/sanction.</i>	<i>Competent Authority</i>
Cases falling under Rule 16.0 (3) and 16.0 (5)	Five (5) days	Reporting/Reviewing Officer (not below E-5 grade)
Cases falling under Rule 16.0 (4)	Three (3) days	Functional Head (not below E-8 grade)

4.0 In all cases falling under Rule 16.0 (4), where previous sanction of the Competent Authority is required, the Competent Authority may approve or reject the request, preferably within six (6) days, after taking into account the relevant records and circumstances.

4.1 In a case where sanction is not accorded by the Competent Authority, the employee shall be at liberty to make an appeal, in writing, to the next higher Authority i.e. concerned ED/ Functional Director, as the case may be, who shall be empowered to decide the matter after taking into account the relevant records and circumstances of the case.

4.2 Decision of ED/Functional Director shall be final & binding and no further appeal/communication shall be entertained by SAIL in this regard.

5.0 Subsequent to previous knowledge/sanction of the Competent Authority, concerned Personnel Officer/In-Charge of Executive Cell shall forward the application form to the Vigilance/ACVO for information and necessary action, if any, at his/her end and thereafter, communicate the written permission (if applicable) to the employee within next three (3) days; without waiting for any response/ communication from Vigilance/ ACVO.

6.0 Plants/Units are advised to make a suitable provision for incorporating the above forms in their online portal so that employee can apply that on portal itself. However, till the online portal is developed, employees may be advised to submit the same in offline mode.
