

Form for giving intimation or seeking previous sanction under Rule 18(2) of the CCS (Conduct) Rules, 1964 for transaction in respect of Immovable property.

1. Name and Designation :
2. Scale of pay and present pay :
3. Purpose of application-
sanction for transaction/
intimation of transaction :
4. Whether property is being
acquired or disposed of :
5. Probable date of acquisition or
disposal of property :
6. Mode of acquisition/disposal :
7. (a) Full details about location,
viz. Municipal No., Street/Village,
Taluk, District and State in which
situated :
- (b) Description of the property, in
the case of cultivable land, dry or
irrigated land :
- (c) Whether freehold or leasehold :
- (d) Whether the applicant's interest
in the property is in full or part.
(in case of partial interest,
the extent of such interest must
be indicated)
8. Sale/purchase price of the
property (Market value in
the case of gifts) :
9. In case of acquisition, source
or sources from which financed/
proposed to be financed:
(a) Personal savings
(b) Other sources, giving details.
10. In the case of disposal of
property, was requisite sanction/
intimation obtained/given for
its acquisition (A copy of the
sanction/acknowledgement should
be attached).
11. (a) Name and address of the party with:
whom transaction is proposed to be
made

(b) Is the party related to the applicant ? If so state the relationship.

(c) 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 near future.

(d) How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given.

12. In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964.

13. Any other relevant fact which the applicant may like to mention.

DECLARATION

I..... hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in item 11 above.

OR

I..... hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:

Signature :

Date:

Designation:

- NOTE: 1. In the above form, different portions may be used according to requirement.
2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of transaction.