

Form for giving intimation or seeking previous sanction under Rule 18(3) of the CCS (Conduct) Rules, 1964 for transaction in respect of movable property.

1. Name of the Government servant :
 2. Scale of pay and present pay :
 3. Purpose of application :
 4. Whether property is being acquired or disposed of :
 5. (a) Probable date of acquisition or disposal of property. :
 - (b) If the property is already acquired/disposed of-Actual date of transaction. :
 6. (a) Description of the property :
 - (b) Make, model (and also registration No. in case of vehicles), if necessary. :
 7. Mode of acquisition/disposal (Purchase/sale, gift, mortgage, lease or otherwise). :
 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.
- Advance from office.
Application form is attached herewith.
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) Nature of official dealings with :
the party.

(e) 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.