

PRESCRIBED FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION {UNDER RULE 18 (2) & 18 (3) OF THE CCS (CONDUCT) RULES, 1964}, OF THE AUTHORITY IN RESPECT OF TRANSACTIONS/PROPOSED TRANSACTIONS OF IMMOVABLE/MOVABLE PROPERTY (OTHER THAN FOR BUILDING OR ADDITIONS AND ALTERATIONS TO A HOUSE).

**(While filling up this form delete the words, which are/were not applicable)
(Give appropriate answer to each question/items; dots and dash are not be used).**

1. Name of the Government servant: _____
2. Present posting with dates: _____
3. Previous 2 postings with dates from: 1. _____
2. _____
4. Date of joining into Govt. service: _____
 - (a) Substantive grade/post: _____
 - (b) Date of confirmation: _____
 - © Scale of pay: _____
 - (d) Substantive pay: _____
5. (a) Officiating grade/post held at present if any: _____
 - (b) Date from which continuously officiating in the present grade/post: _____
 - © Scale of pay: _____
 - (d) Present pay drawn: _____
6. Whether the application/intimation is in respect of acquisition/disposal of property and what is the nature of property: (i.e. immovable or movable) _____
7. If the property has already been acquired/ disposed off the actual date of the transaction: _____
8. In the case of immovable property:
 - (a) Full details about its location viz. Municipal No. Street/Village/Tehsil/District/State in which situated/prize etc.: _____
 - (b) Description of the property in the case of cultivated land, dry or garden land: _____
 - © Whether freehold or leasehold: _____
 - (d) Whether the applicant's interest in property is in full or in part (in case of partial interest extent of interest must be indicated): _____
 - (e) Mode of acquisition/disposal/purchase/ Sale/gift/mortgage/lease or otherwise: _____
 - (f) Khasra Numbers: _____

Continued Page No. 2/--

(2)

- (g) Measurement: _____
- (h) Price of land/house: _____
9. In case of movable property:
(a) Description of the property:
(i.e. Car/Scooter/Motor Cycle/Refrigerator
Radio/Computer/Jewellery/loans/
Insurance policies etc.) _____
(b) Make, model, price (Registration No. in
Case of vehicle) where necessary: _____
10. In case of acquisition source or sources from
which financed/proposed to be financed: _____
(a) Personal savings: _____
(b) Other savings giving details: _____
11. In case of disposal of property:
Has the requisite sanction/intimation
obtained/given for its acquisition?
(a copy of the sanction should be attached) _____
12. (a) Name & address of the party with whom
transaction is proposed to be/has been made: _____
(b) Is the party related to the applicant: _____
© If so state the relationship: _____
(d) Did the applicant have any official with
the party at any time or is the applicant
likely to have any dealing with him in
the near future: _____
13. Was the transaction made is proposed to be
made through a regular or reputed dealer. _____
If so, full name and address of dealer: _____
14. Any other relevant facts 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 off
the property detailed above.

Signature _____
Dated: _____
Place: _____
Designation _____
Name & address: _____

Note-1: In the above form, different portions may be used according to requirement.

Note-2: Where previous sanction is asked for, the application should be submitted at
least 30 days before the proposed date of the transaction.
