

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

- 1 Name & Designation _____
- 2 Scale of pay & present pay _____
- 3 Purpose of application sanction for _____
For transaction/prior intimation of _____
Transaction.
- 4 Whether Property is being acquired _____
or disposed off.
- 5 Probable date of acquisition/ _____
disposal of property.
- 6 Mode of acquisition/disposal _____
- 7 a) Full details about location Viz. _____
Municipal No.Street/Village/Taluk _____
Dist.& State in which situated. _____
b) Description of the property in the _____
case of cultivable land, dry or _____
irrigated land. _____
c) Whether free hold or lease hold _____
d) Whether the applicant's interest _____
in the property is in full or part _____
(In case of partial interest, the _____
extent of such interests must _____
be indicated). _____
e) In case the transaction is not _____
exclusively in the name of the _____
Govt. servant particulars of _____
ownership & share of each member _____
8. Sale/Purchase price of the property _____
(Market value in the case of gifts).
9. In case of acquisition source or _____
Sources form 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 & 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) 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 declares that the particulars given above are true & 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 No. 11 above.

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 proposed date of the transaction.