FORM

Form for giving intimation or seeking previous sanction under Rule 18(3) for transaction in respect of movable property

- 1. Name of the Government Servant
- 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. (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 property (e.g., Car/ Scooter/ Motor Cycle/ Refrigerator/Radio/ Radiogram/Jewellery/ Loans/ Insurance Policies etc.)
 - (b) Make, Model (and also Registration Number in case of Vehicles), where 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 finance/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/has been made.
 - (b) Is the party related to the applicant? If so, state the relationship.
 - (c) Did the applicant have any dealings with party in his official capacity at any time,

- or is the applicant likely to have any dealings with him in the 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 CCS (Conduct) Rules, 1964.
- 13. Any other relevant fact which the applicant may like to mention.

DECLARATION	
Itrue. I request that I may be given above from/to the party whose name i	permission to acquire/dispose of property as described
	OR
Ime as detailed above. I declare that the	hereby intimate the acquisition/disposal of property by ne particulars given above are true.
Station:	Signature:
Date:	Designation:
	Intercom/Room No.
Note 1. In the above form, different p	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 transaction