

**FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION UNDER
RULE 18(3) OF THE C.C.S (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-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 the property(e.g. Car/
Scooter/Motor Cycle/Refrigerator/Radio/
Radiogram/Jewelry/loans/insurance Policies:
etc.)
(b) Make, model (and also registration No.
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
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/has been:
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 anytime 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 of a private Agency; through advertisement or through Friends and relatives. (Full particulars to be Given.) :
12. In the case of acquisition by gifts, whether sanction is also required under Rule 13 of the C.C.S (Conduct) Rules, 1964. :
13. Any other relevant fact, which the applicant may Like to mention;

DECLARATION

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

Station
Date:

Signature:

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- 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 the transaction.

FORM-I

**FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION UNDER
RULE 18(2) OF THE C.C.S (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/
prior 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 lands.
(c) Whether freehold or leasehold:
(d) Whether the applicant's interest in the
Property is in full or in part. (In case of
Partial interest, the extent of such interest
Must be indicated)
(e) In case the transaction is not exclusively:
in the name of the Government servant,
Particulars of ownership and 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 from
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 anytime or is the applicant likely to have any dealings With him in the near future? :
- (d) How was the transaction arranged? Whether: Through any statutory body of a private Agency ; through advertisement or through friends and relatives. (Full particulars to be Given.)
12. In the case of acquisition by gifts, whether sanction is also required under Rule 13 of the C.C.S (Conduct) Rules, 1964. :
13. Any other relevant fact, which the applicant may like to mention;

DECLARATION

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

Station
Date:

Signature:

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- 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 the transaction.