

FORM FOR GIVING PRIOR INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE 18(2) OF THE CCS (CONDUCT) RULES 1964 FOR TRANSACTION IN RESPECT OF IMMOVABLE PROPERTY

1. Name & Designation :
2. Scale of Pay & Present Pay
3. Purpose of application sanction
For transaction/prior intimation
4. Whether property is being
Acquired or disposed of
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
District & state in which situated

(b) Description of the property
In the case of cultivable land dry
Or irrigated land

(c) Whether freehold or leasehold

(d) Whether the applicant's interest
In the property is full or 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 Govt
Servant particulars of ownership
And share of each member
8. Sale/purchase price of the
Property (market value in the case
Of gift.

9. In case of acquisition source or
Sources from 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 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 the near future ?
 - (d) How was the transaction arranged?
(Whether through any statutory body or
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 off property as described above from/to the party 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 portion may be used according to the requirement.
 2. Where previous sanction is asked for, the application should be submitted at Least 30 days before the proposed date of the transaction.