

Form for giving intimation or seeking previous sanction under Rule 18 (3) of the CCS (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 disposal of property. :
 - a) Probable date of acquisition or disposal of property. :
 - b) If the property is already acquired / dispose of actual date of transaction :
5. a) Description of the property (e.g. Car/ Scooter/Motor Cycle/Refrigerator/Radio/ Radiogram/Jewellery/Loans/Insurance Policies etc) :
- b) Make, Model (and also Registration No in case of Vehicles), where necessary. :
6. Mode of acquisition/disposal (Purchase/ Sale/Gift/Mortgage/Lease or otherwise.) :
7. Sale/Purchase price of the property (Market Value in the case of gifts). :
8. In case of acquisition, source or sources from which financed/proposed to be financed :
 - a) Personal savings :
 - b) Other sources giving details :
9. 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) :
10. a) Name and address of the party with whom transaction is proposed to be made/ has been made :

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- 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) Nature of official dealings with the party:
- e) How was the transaction arranged?
(whether through any statutory body
or private agency, through advertisements
or through friends and relatives. (Full
particulars to be given). :
11. In the case of acquisition by gifts,
whether sanction is also required under
Rule 13 of the CCS (Conduct) Rules, 1964 :
12. 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 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 give 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 atleast 30 days before the proposed date of the transaction.