

South Central Railway



Headquarters Office,  
Personnel Department,  
Secunderabad.

No.P(R)182/V

Dt. 01.10.2024.

ALL CONCERNED

Sub: Procedure for sanction/intimation and noting of immovable property transaction in case of Railway Servants on S.C.Rly.

\* \* \*

Attention is invited to this office letter of even No. dt.15.07.2010, wherein procedural order for prior sanction/intimation and noting of immovable/movable property transactions in case of Railway servants working on this Railway have been circulated. As per the existing practice, a two-tier system is being currently followed for prior sanction/intimation and noting of immovable property transactions, viz.,

i) If a Railway servant desires to enter into a transaction of purchase /sale/ lease /mortgage or otherwise of Immovable Property, he/she should intimate the same to the Government in the prescribed proforma (Annexure-III A) duly filled in all the columns. (The applicant need not submit any documents initially in support of the information furnished in the application).

ii) Once an agreement for the transactions has been reached, allotment has been done, or registration of the property has taken place, then immediately and not later than one month he should submit the supportive documents along with application in prescribed proforma (Annexure-III B) in respect of the transaction once again.

The present system/practice has been reviewed at par with the neighboring Railways where they are following only single tier system i.e. giving single intimation for noting of transaction in a prescribed format.

In partial modification to Item (C) of the letter quoted supra, the following instructions may be substituted in Annexure-III:

1) If the Railway Servant has any official dealings with the party with whom the transaction is being made, then necessary **prior sanction** has to be obtained.

2) The applicant has to submit all requisite documents such as Agreement for Sale, Loan sanction letter from the Bank/ Financial Institutions, details/documents of all likely sources of Finances while seeking intimation/ permission for purchase of immovable property in support of the information furnished in the application.

contd.

3) In case of disposal of immovable property Railway Servant has to submit the relevant documents such as copy of Agreement for sale/Registration deed of the acquired property, prior intimation/sanction obtained while acquiring the property etc.

4) In case of acquisition, after Registration of the Property, copy of the Registration Deed/Sale deed should be submitted to the concerned authorities within one month from the date of the registration with a covering letter referring to the request for noting of transaction applied earlier for office record. In case of any variation in respect of cost of property or sources of funds or both at the time of actual Registration of the property, the Railway servant shall furnish the relevant details with reasons for variation and intimate it to Railway Administration which has to be noted by competent authority in official records.

In view of the foregoing, as a system improvement, it is decided that a single tier system may be followed for intimation /sanction /noting of transactions of immovable property on this Railway instead of the two tier system in vogue.

A single Form Annexure-III duly incorporating necessary instructions under the note along with a checklist is sent herewith for strict adherence.

This issues with the approval of the General Manager.

Encl: As above.



(G.Srinivasa Naik)

Secy. to PCPO  
for Principal Chief Personnel Officer

Form for giving **INTIMATION / SANCTION** under **rule 18 (2) of the RS (Conduct) Rules, 1966 for transaction in respect of Immovable Property**  
(Tick the relevant portion)

1	Name, Designation and Office	
2	Present pay Level(7 <sup>th</sup> CPC)	
3	Whether property is being acquired/disposed off	acquired/disposed off
4	Probable date of acquisition/disposal of property	
5	Mode of acquisition/disposal (Gift/inherited/ Mortgage/Lease or otherwise, through media/ advertisement/relative/friend/pamphlet etc)	
6	<p>a) Description of the property</p> <p>Ready built house / Flat / House construction / Plot / Agriculture land / Commercial property/ Others</p> <p>b) Full details about location</p> <p>Survey No.                      Area.</p> <p>House No.</p> <p>Name of Street.</p> <p>Taluk/Mandal.</p> <p>Dist.</p> <p>State</p> <p>c) Whether freehold/leasehold</p> <p>d) Whether the applicant's interest in property is in full or part (in case of partial interest the extent of such interest and the details of other members must be indicated)</p> <p>e) In case the transaction is not exclusively in the name of the Railway servant, particulars of Ownership and share of each member</p>	
7	Anticipated Sale/Purchase/construction Price of the property (market value in the case of gifts)	Rs.
8	<p>In case of acquisition, sources of Finance/proposed to be financed</p> <p>a) Provident fund</p> <p>b) Personal Savings</p> <p>c) Loan from Bank/Financial Institutions</p> <p>d) Any other sources with details</p>	<p>Rs.</p> <p>Rs.</p> <p>Rs.</p> <p>Rs.</p>
9.	In case of disposal of property whether the property was noted in the records of Government / prior sanction obtained from the Government before acquisition	

10	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 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 through Friends and relatives or a Private Agency or through advertisement.	
11	In case of acquisition through Gift whether sanction is also required under rule13 of the RS(Conduct) Rules,1966,if yes furnish the details of gift.	
12	Any other relevant fact which the applicant may like to declare.	

Signature of the applicant

Name,Designation &amp; office in which working

**Note:**

1. If the Railway Servant has any official dealings with the party with whom the transaction is being made, then necessary **prior sanction** has to be obtained.
2. The applicant has to submit all requisite documents such as Agreement for Sale, Loan sanction letter from the Bank/ Financial Institutions, details/documents of all likely sources of Finances while seeking intimation/ permission for purchase of immovable property in support of the information furnished in the application.
3. In case of disposal of immovable property Railway Servant has to submit the relevant documents such as copy of Agreement for sale/Registration deed of the acquired property, prior intimation/sanction obtained while acquiring the property etc.
4. In case of acquisition, after Registration of the Property, copy of the Registration Deed/ Sale deed should be submitted to the concerned authorities within one month from the date of the registration with a covering letter referring to the request for noting of transaction applied earlier for office record. In case of any variation in respect of cost of property, sources of funds at the time of actual Registration of the property, the Railway servant shall furnish the relevant details with reasons for variation and intimate it to Railway Administration which has to be noted by competent authority

**DECLARATION**

I, \_\_\_\_\_ (Name) \_\_\_\_\_ (Designation) here by declare that the particulars given above are true. I request that I may be given sanction to acquire/dispose of the immovable property as described above from / to the party whose name is indicated in 10(a) above.

Station:

Signature:

Name:

Date:

Designation:

Office:

**Check list for noting of transaction under Rule 18 (2) & 18(3) of Railway Service (Conduct) Rules -1966.**

<b>Sl. No.</b>	<b>List of Documents</b>	<b>Whether attached (Yes/Not applicable)</b>
1	Applied for Intimation (Agreement for sale /Any relevant document for proposed transaction)	
2	Applied for final Noting (in case of any variation)	
3	Applied for previous permission (if any such transaction is with a person having official dealings with him/her)	
4	Copy of Agreement /Sale Deed /Allotment letter/Consent letter from Builder /Seller etc.	
5	Loan sanction /Principal approval letter, if taken from Bank /Finance institution indicating the EMI.	
6	Original written consent of the relative/friends regarding extending interest free loan (if any) with his/her full address indicating relationship, reflecting the present transaction entries/ Certificate from Sarpanch of Village regarding Agricultural income /Inheritance/ Succession certificate etc.	
7	Documents in support of personal savings i.e., updated bank account pass book /bank statement/FD/Mutual fund etc; reflecting the present transaction entries.	
8	Copy of letter of noting of purchase/acquisition done earlier, in case of sale of property.	
9	Copy of latest Pay Slip for proof of PF balance	
10	Others, if any.	

Signature :

Name:

Designation:

Date:\_\_\_/\_\_\_/\_\_\_