

FORM-II

**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/prior 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/jewellery/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 which Financed/proposed to be financed:- (a) Personal saving. (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 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 advertisements 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 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 of property as described above from/to the party whose 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 :

Forwarded to the PCPO/E.Rly./Kolkata for obtaining permission. From the particulars furnished by the above officer, THE BONAFIDIES of the transaction in terms of Board's letter No. E(D&A) 60GS1-5 dated 07-06-60 (P. Branch Sl. No. 3905) are hereby certified.

Signature.....
(SAG)

Following documents should be submitted by the applicant during submission of proforma declaration for information about movable property :-

- i) Bank's letter towards sanction of loan indicating loan amount, purpose of loan & EMI to be paid .
- ii) Tax invoice.
- iii) Delivery receipt / Sale - invoice ,
- iv) Certificate of registration.
- v) Insurance paper .
- vi) Documents in support of source of finance including personal savings. Source of finance should be transparent & always supported by documents.

Note : In addition to the above documents , other necessary documents may also be asked by the administration, as required on case to case basis.