

PROFORMA-I

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 and present pay.	
3.	Purpose of application sanction for transaction/prior intimation of transaction.	
4.	Whether property is being acquired or disposed.	
5.	Probable date of acquisition/disposal of property.	
6.	Mode of acquisition/disposal	
7. (a)	Full detail about Location, viz-Municipal No. Street/village, Taluk, District, State in which situated.	
(b)	Description of the property, in the case of cultivation land, dry or irrigated land.	
(c)	Whether freehold or leasehold.	
(d)	Whether the applicant's interest in the property is in 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 Government servant, particulars of ownership and share of each number.	
8	Sale/Purchase price of the property (market value in the case of Gifts).	
9.	In case of acquisition , source or sources from which proposed to be financed.	
(a)	Personal Savings	
(b)	Other sources	
10.	In 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 dealing with the party in his official capacity and 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 a private agency through advertisement or particulars to be given).	
12.	In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rule,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:

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.

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 immovable property :-

- i) Bank's letter towards sanction of loan indicating loan amount , purpose of loan & EMI to be paid .
- ii) Copy of agreement duly signed by seller & purchaser with details of immovable property such as area, location, price etc.
- iii) Declaration in the form of an affidavit if, money is being given by another person / relative . In the declaration, source of income, purpose & mode of recovery may be indicated by the person giving money.
- iv) Documents in support of source of finance including personal savings. Source of finance should be transparent & always supported by documents.
- v) The photocopies of the original documents should be self attested.
- vi) If, PF withdrawal is involved then photocopy of current pay - slip should be attached as ready reference.
- vii) All items of the proforma declaration should be filled properly.
- viii) Entire papers may be routed through proper channel , duly forwarded by Departmental officer.

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2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.
