

## PROFORMA – 2

Form for giving prior intimation or seeking previous sanction Rule 18(2) of the CCS(Conduct) Rules, 1964 for transaction respect of Immovable property.

1. Name and Designation
2. Scale of pay and present pay
3. Purpose of application sanction for transaction/prior intimation transaction
4. Whether property is being acquired or dispose 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 and State in which Situated.
- (b) Description of the property, in the case of Cultivate 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 the Government Servant, particulars of Ownership and share of each member
8. Scale/purchase price of the property (Market Value in the case of gift)
9. In cases of acquisition, sources from which finances/proposed to be financed.
  - (a) Personal Savings.
  - (b) Other sources giving details.

Contd. P/2