

FORM – I

Form for giving prior intimation or seeking previous sanction under Rule 19(2) of the CCS (Conduct) Rules, 1954 for transaction in respect of Immovable Property.

1. Name & Designation :
2. a) Scale of pay & present pay :
b) Date of appointment :
3. Purpose of application/sanction for transaction/prior intimation of transaction. :
4. Whether property is being acquired or disposed of. :
5. Probable date of acquisition/disposal of property. :
6. Mode of acquisition/disposal :
7. a) Full details about location viz. Municipal No., Street No./Village, Taluk, District & State in which it is situated. :
b) Description of the property in the case of cultivable land, dry or irrigated land. :
c) Whether free holder/lease holder :
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 Govt. servant, particulars of ownership and share of each member. :
8. Sale/purchase price of the property (Market value in the case of Gifts).
9. In cases of acquisition, source or sources of finance/proposed to be financed. -
 - a) Personal savings (Giving details) :
 - b) Other sources (Giving details) :

Contd.....P/2

10. In the case of disposal of property whether 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) Whether the applicant has any dealings with the party in his official capacity at any time of transaction or the applicant likely to have any dealings with him in the near future. :
- d) How the transaction was arranged? (whether through any statutory body or a private agency through advertisement or through friends and relatives, full particulars to be given) :
12. In case of acquisition by gift, 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.

OR

I, _____ hereby-intimate proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above, are true.

Station :

Signature :

Date :

Designation :

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- 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 transaction.

FORM – II

Form for giving prior intimation or seeking previous sanction under Rule 19(2) of the CCS (Conduct) Rules, 1954 for transaction in respect of Movable Property.

1. Name & Designation :
2. a) Scale of pay & present pay :
b) Date of appointment :
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/disposal of property. :
- b) If the property is already acquired/ disposed of actual date of transaction. :
6. Description of the property e.g. Car/Schooter/Motor Cycle/Refrigerator/ Jewellery/Loans/Insurance Policies etc.. :
7. Description of acquisition/disposal (purchase/Sale/gift/mortgage/lease or otherwise). :
8. Sale/purchase price of the property (Market value in scale of Gift). :
9. In case of acquisition, source or sources of finance proposed from whom, to be indicated. :
10. In case of disposal of the property whether requisite sanction/intimation obtained/ given for its acquisition? (A copy of the sanction/acknowledgement should be attached). :
- 11.a) Name & address of the party with whom transaction is proposed to be made/has been made. :
- b) Is the party related to the applicant :
- c) Whether the applicant has any dealing with the party in his official capacity at any time of transaction or whether the applicant likely to have any dealings with him in near future. :

Contd.....P/2

- d) Nature of official dealings with the party :
 - e) How was the transaction arranged? :
{Whether through advertisement or through friends and relatives (full particulars to be given)}
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 the property as described above from the party, whose name is mentioned at Item No.11(a) above.

OR

I, _____ hereby-intimate that the acquisition/disposal of property as detailed above, has been made by me. I declare that the particulars given above, are true.

Station :

Signature :

Date :

Designation :

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- 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 transaction.

FORM – I

Form of report/application for permission to the prescribed authority for the building up or addition to a house.

Sir,

This is to report to you that I propose to build a house/to make an addition to my house.

This is to request that permission may be granted to me for the building of a house/the addition to the house.

The estimated cost of the land and materials for the construction/extension is given below:-

LAND:

01. Location (Survey, numbers, village, district, state)
02. Area
03. Cost

BUILDING MATERIALS ETC:

01. Bricks (Rate/Quantity/Cost)
02. Cement (Rate/Quantity/Cost)
03. Iron and steel (Rate/Quantity/Cost)
04. Timber (Rate/Quantity/Cost)
05. Sanitary Fittings (Cost)
06. Electrical Fittings (Cost)
07. Any other special fittings(cost).
08. Labour charges.
10. Other charges, if any.

TOTAL COST OF LAND AND BUILDING:

@2. The construction will be supervised by myself/the construction will be done by _____ * I do not have any official dealings with the contractor, nor did have any official dealings with him in the past. I have/had official dealings with the contractor and the nature of my dealings with him is/was as under:

3. The cost of proposed construction will be met as under: -

- | | <u>Amount</u> |
|--------------------------------------|---------------|
| i) Own savings | |
| ii) Loans/Advances with full details | |
| iii) Other sources with details. | |

Yours faithfully

*Strike out portions not applicable.

@Enter the name and place of business of the contractor.