

Form for giving prior intimation or seeking previous sanction under rules
18(2) of the CCS (Conduct) Rules, 1964 for transaction in respect of
immovable property

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1. Name and 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 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
cultivable land, dry or irrigated land ::
 - c) Whether freehold or lease-hold ::
 - d) Whether the applicant's interest in the
property is in full or part, (in case of partial
interest, the extent of the such interest must
be indicated) ::
 - e) In case of transaction is not exclusively in the
name of the Government 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 case of acquisition source or sources from which
financed/proposed to be financed ::
 - a) Personal savings ::
 - b) Other sources giving details ::

- 10. In case of disposal of property, was requisite sanction/intimation obtained given for it 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 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) How was transaction arranged? (Whether through any statutory body of 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 ::

I hereby declare that the particular are given 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 required in item above.

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

Station :

Signature :

Date :

Designation :