

FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION UNDER  
 RULE 18(8) OF THE COS(CONDUCT) RULES, 1964 FOR TRANSACTION IN  
 RESPECT OF MOVEABLE PROPERTY.

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- 1) Name of the Government servant :
  - 2) Scale of pay and present pay :
  - 3) Purpose of application sanction for Transaction/intimation of transaction. :
  - 4) Whether property is being acquired or disposed off. :
  - 5)(a) Probable date if acquisition or disposal of property.
  - (b) If the property is already acquired/ disposal of. :
  - 6(a) Description of the property (i.e.) :  
 Car/Scooter/Motor Cycle/Refrigerator /Radio/Padiogram/Loans/Jewellery/ Insurance policies etc.
  - (b) Mark, 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 finalized. :
    - (a) Personal Savings :
    - (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 through friends and relatives or a  
private Agency through advertisements  
(Full particulars to be given).
- 12) In the case of acquisition by gifts whether :  
sanction is also required under Rule.13 of the  
COS (Conduct Rule, 1964).
- 13) Any other relevant paper 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 property as  
described above from the party whose name is mentioned in item 11 above.

OR

I,.....hereby intimate the  
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 submit at least 10  
days before the proposed date of the transaction.