

Form-1

FORM FOR GIVING PRIOR INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE-18(2) OF THE COS(CONDUCT)RULES, 1964, FOR TRANSACTION IN RESPECT OF IMMOVABLE PROPERTY.

- 1) Name and designation :
- 2) Scale of Pay & present pay :
- 3) Purpose of application sanction for transaction/prior intimation of transaction. :
- 4) Whether property is being acquired or disposed off. :
- 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 cultivated land dry or irrigated land/Flat. :
c) Whether freehold or leasehold :
d) Whether the applicant's interest in the property is in full or part (In case of partial interest must be indicated). :
e) In case the transaction is not exclusively in the name of the Govt. Servant, particulars of Ownership & share of each member. :
Station
- 8) Sale/Purchase price of the property :
(Market value in the case of gift). Date
- 9) In case of acquisition source or Sources from which financed Proposed to be financed. :
a) Personal savings :
b) Other sources giving details :
Forwarded to the P. Chief Personnel Officer, E. Rail.
- 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). :
Rly. Board for information. From the particulars furnished by the above officer the contents of the transaction in terms of Board's letter No. B.D.&A.5002 is hereby certified.

- 11) a) Name & 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 dealing with his in the near future. :
- d) How was the transaction 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 of gift whether sanction is also required under Rule-13 of the COS (Conduct) Rules, 1964.
- 13) Any other relevant fact which the applicant may like to mention.

DECLARATION

I,..... hereby declares that the particulars given Above are true, I request that I may be given permission to acquired/dispose of Property as described above from/to the party whose name is required in item 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 accordingly to requirement.
- 2) Whether previous sanction is asked for the application should be submitted at Least 30 days before the proposed date of the transaction.

Forwarded to the Pr. Chief Personnel Officer, E.Railway, Kolkata for obtaining permission of the Rly. Board/ for information. From the particulars furnished by the above officers, the confides of the transaction, in terms of Board's letter No. E(D&A)60GS 1-5 dated 27.03.60(P/Branch SI No. 3905) are hereby certified.

Signature: _____

(HOD/CWM/DCME(AS the case may be)