

FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE 18(3) OF THE CCS (CONDUCT) RULES, 1964 FOR TRANSACTION IN RESPECT OF MOVABLE PROPERTY.

1. Name of the Govt. 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 disposal of the property	:
5. (a) Probable date of acquisition or disposal of the property	:
(b) If the property is already acquired /disposed actual date of transaction	:
6. (a) Description of the property i.e. Car/ Scooter /Motor Cycle / Refrigerator /Radio/ Radiogram/ Jewellery / loans / Insurance policies etc.	:
(b) Make, Model and also registration No. in case of vehicles, where necessary	:
7. Mode of acquisition /disposal (purchase /sale of 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 financed.	:
(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 /acknowledge should be attached)	:

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11. (a) Name and address of the party with who 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 in the near future?	:
(d) Nature of officials dealing with the party	:
(e) How was the transaction arranged? (Whether through any statutory body or a private agency ; through advertisement or private agency ; through friends and relatives. (Full particulars to be given)	:
12. In the case of acquisition by gifts, 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 from /to the party whose name is mentioned in Item 11 above.

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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 according to requirements.

Note 2 : Where previous sanctions are asked for, the application should be submitted at least 30 days before the proposed date of the transaction.