

FORM OF GIVING PRIOR INTIMATION OF SEEKING PREVIOUS SANCTION UNDER RULE 18(2) OF THE CCS(CONDUCT) RULES-1966 FOR TRANSACTION IN RESPECT OF IMMOVABLE PROPERTY

1.	NAME, DESIGNATION, EMPLOYEE NO., HRMS-ID & SHOP/OFFICE UNIT NO.		
2.	SCALE OF PAY, PAY LEVEL & PRESENT PAY		
3.	PURCHASE OF PROPERTY SANCTION / PRIOR INTIMATION OF TRANSACTION		
4.	WHETHER PROPERTY IS BEING ACQUIRED OR DISPOSED ON		
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 & STATE IN WHICH SITUATED	
	B)	DESCRIPTION OF THE PROPERTY IN THE CASE OF CULTIVABLE LAND DRY OR IRRIGATED LAND	
	C)	WHETHER FREE HOLD OR LEASE	
	D)	WHETHER THE APPLICANTS 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 & 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 FINANCE IS PROPOSED TO BE FINANCED		
	A)	PERSONAL SAVINGS	
	B)	OTHER SOURCES (GIVE DETAILS)	
10.	IN THE CASE OF DISPOSAL OF PROPERTY WAS REQUISITE SANCTION OBTAINED FOR ITS ACQUISITION		
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 DEALING WITH THE PARTY IN HIS OFFICIAL CAPACITY AT ANY TIME. IF THE APPLICANT LIKELY TO HAVE ANY DEALING WITH HIM IN THE NEAR FUTURE	
	D)	HOW WAS THE TRANSACTION ARRANGED WHETHER THROUGH ANY STATUTORY BODY OR A PRIVATE AGENCY THROUGH ADVT. OR THROUGH FRIENDS OR RELATIVES. FULL PARTICULARS ARE TO BE GIVEN	
12.		IN CASE OF ACQUISITION BY GIFT WHETHER SANCTION IS ALSO REQUIRED UNDER RULES 13 OF THE CCS (CONDUCT) RULES, 1966	
13.		ANY OTHER RELAVANT 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 NAME IS REQUIRED IN THE ITEM 11 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.

SIGNATURE :

NAME : _____

EMP. NO. : _____

DESIGN. : _____

STATION :

DATE : _____

NOTE: 1. IN THE CASE 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 THE TRANSACTION.