

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, DESIGN., AND EMP.NO. :
2. SCALE OF PAY & 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 :  
    HOLD :
- D) WHETHER THE APPLICANTS INTER :  
    -EST 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 PARTICUL :  
    -ARS 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:  
-GED 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 RELEVANT FACT WHICH :  
THE APPLICANT MAY LIKE TO :  
MENTION :

DECLARATION  
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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 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 & E.No.:

Designation :

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.