

## INTEGRAL COACH FACTORY, MADRAS 38

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FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE 18(3) OF THE  
COS(Conduct) Rules, 1964 for transaction in respect of movable 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 of :
- 5.a) Probable date of acquisition  
of disposal of property :
- b) If the property is already  
acquired/disposed of-Actual  
date of transaction :
- 6.a) Description of the property  
(e.g.) Car/Scooter/Motor cycle  
/Refrigerator/Radio/Radiogram/  
Jewellery/Loans/Insurance  
Policies etc) :
- b) Make, Model (and also regn 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 financed :
- (a) Personal savings :
- (b) Other sources giving details:

-:2:-

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 dealing with the party in his official 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 a private agency through advertisements or through friends & relatives 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) 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.

OR

I, \_\_\_\_\_ hereby intimate the acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:  
Date :

Signature:  
Designation:

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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 submitted at least 30 days before the proposed date of the transaction.  
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