

**FORM FOR GIVING PRIOR INTIMATION OR SEEKING PREVIOUS
SANCTION UNDER RULE 18(2) OF THE CCS(CONDUCT) RULES 1964
TRANSACTION IN RESPECT OF IMMOVEABLE PROPERTY.**

1.	Name & 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 of property	:	
5.	Probable date of acquisition or disposed of property	:	
6.	Mode of acquisition/disposal	:	
7.	a) Full details about location Viz. Municipal No. Street/Village/Taluk Distt. & 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 applicant's interest in the property is in full or part (In case of partial interest, the extent of such interests 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 form which financed/proposed to be financed.	:	
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 & address of the party with whom transaction was 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 or is the applicant likely to have any dealings with him 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 by gift, 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 declares that the particulars given above are true & 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 No.11 above.

OR

I _____ hereby intimae the proposed acquisition, disposal of property by me as derailed 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 requirement.

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