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

1. Name & Designation :

2. Scale of Pay & Present Pay

3. Purpose of application sanction
   For transaction/prior intimation

4. Whether property is being
   Acquired or disposed of

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 freehold or leasehold

   (d) Whether the applicant’s interest
    In the property is 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
    And share of each member

8. Sale/purchase price of the
   Property (market value in the case
   Of gift.)
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/
    Acknowledgement should be Attached)

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
    Dealings 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
    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 declare that the particulars
given above are true. I request that I may be given permission to acquire/dispose off
property as described above from/to the party name is mentioned 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.

Station : ______________________________ Signature ________________

Date : ________________ Designation : ______________________________

Note : 1. In the above form, different portion may be used according to the requirement.
2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.