

APPENDIX-V

FORMS

Form for giving prior intimation or seeking previous sanction under Rule 18(2) in respect of immovable property (other than for building of or additions and alterations to a house).

[G.I., Dept. of Per. & Trg., O.M. No. 11013/11/85 -Ests. (A), dated the 23rd June 1986]

1. Name and designation :
2. Scale of Pay and present pay :
3. Purpose of application – Sanction for :
Transaction/prior intimation of transaction
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 and
State in which situated
(b) Description of the property , in the case of
cultivable land, dry of irrigated land
(c) Whether freehold or leasehold
(d) Whether the applicant's 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 Government servant
particulars of ownership and 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 Financed/proposed to the
financed -
(c) Personal savings
(d) 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/has been 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 a private agency through advertisements or through friends and relatives. Full particulars to given)
12. In the case of acquisition by gifts, 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 of property as described above from/to the party whose name is mentioned in Item 11 above.

Or

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

Station:
Date :

Signature :
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 the proposed date of the transaction.