

**FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION
UNDER RULE 18(3) OF THE CCS (CONDUCT) RULES 1966 FOR
TRANSACTION, IN RESPECT OF MOVABLE PROPERTY.**

1. Name of 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 off.
5. a) Probable date of acquisition or disposal of property.
b) if the property is already acquired/disposed off Actual date of transaction.
6. a) Description of the property (e.g Computer/ Motor Car/Scooter/Motor Cycle/Radio / Radiogram/Refrigerator/Jewelry/ Life Insurance Policies etc)
b) Make/Model and also registration No (in case of Vehicles) where necessary.
7. Mode of acquisition/disposal(Purchase/Sale/Gift/Mortgage/Lease or otherwise)
8. Present liabilities / Income
 - (A) Gross annual income (Self) :
 - (B) Gross annual family income. Give details of sources of family income.:
 - (C) Annual Tax Liability. :
 - (D) Loans for which installments are being paid. :

- (E) Annual education expenses on children / dependents. :
- (F) Any other major liabilities. :
- 9 Sale/Purchase price of the Property (Market Value in the case of Gift)
- 10 In case of acquisition source of/or source from which finance proposed to be financed.
- i) Personal savings.
- ii) Other sources (giving details).
- 11 In case of disposal of property or acquisition. Option/requisite Sanction/Intimation obtained/ even for its acquisition (A copy of the sanction/ acknowledgement should be attached).
- 12 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 capacity At any time, or is the applicant likely to have any dealing with him in the near future.
- d) Nature of official dealing with the party.
- e) How was the transaction arranged? (Whether through any statutory body or a private agency through advertisements or through agents, friends and relatives. Full particulars to be given.

- 13 In case of acquisition by Gifts, whether sanction is also required under para 12 of the CCS (Conduct) Rules 1964.
- 14 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 whose name is mentioned in item 11 above.

OR

I..... hereby intimate the acquisition/disposal of the 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.
 - 2. Whether previous sanction is asked for, application should be submitted at least 30 days before the proposed date of the transaction.