

FORM-1

Form for giving prior intimation or seeking previous sanction under rule 18(2) of the CCS (Conduct) Rules for transaction respect of immovable property.

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 disposal of
5. Probable date of acquisition/disposal
of property.
6. Mode of acquisition/disposal
7. (a) Full detail about location viz-
Municipal No. street/village,
Taluka, District and state in which
Situated.
(b) Description of the property in the case
Of cultivable land or irrigation land.
(c) whether free-hold or lease land.

(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) If once the transaction is not exclusively
In the name of the Govt. servant, particulars of ownership and share of
Each member.
8. Sale of the 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 Saving
(b) Other Sources
10. In the Case of requisite sanction/intimation

Requisite sanction/intimation

(a copy of the sanction/acknowledgement should be attached)

11. a) Name&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 dealing with the.....
party in his official capacity at any time.....
or is the applicant likely to have any dealing
With him in near future.
- d) How was the transaction arranged (Whether.....
through any statutory bode or a
provide agency through advertisement
or through friend and relatives. Full
particulars be given.
12. In case of acquisition by gift, whether sanction.....
Is also required under Rule12 of
SOC(conduct) Rule, 1964
- 13 Any other relevant facts which the applicant.....
May like mention.

I.....hereby declare that the particulars given above are
true request that may be given prior permission to acquire/dispose of the property as described
above from to the party name is mentioned in column1.1 above.

OR

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

Place.....

Signature.....

Date.....

Designation.....

Note: 1) In above from different portions may be used according to requirement.

2) Where previous sanction is asked for, the applicant should be submitted at
least 80 days before the proposed date of transaction.

Annexure

Additional information to be provided when sanction/approval for transaction is above twenty lakhs.

1. Date of Birth
2. Date of Appointment
3. Present Liabilities/income
 - a) Gross annual income (Self)
 - b) Gross Annual Family Income Give details of source 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.
4. In the column for source from which financed/proposed to be Financed, the details of proposed loans should invariably include EMI and duration
5. Copy of current pay slip should also be enclosed with the form.

Place.....

Signature.....

Date.....

Designation.....

Details of the source of money to be furnished by Railway official

Name of the lender/donor:

Complete address :

Relationship :

Phone no./Mobile no. :

Nature of transaction :

(Cash/gift/others)

Mode of transaction :

(Cash, cheque, draft or any other
document as approved by law)

Condition of transaction :
(Interest rate, payment time etc.)

Signature with the undertaking that the above information is correct.

Place.....

Signature.....

Date.....

Designation.....

PROFORMA-I

Statement to be filled by the office forwarding applications for permission/information as the case may be.

Name of official (In full Block letters).....

Present post held&Station.....Present pay Scale.....

Service particulars of the employee:-

Date of Purchasing or Sale	Particulars Of immovable Property	Present value	Sources from Which the money For purchase property was found	Whether transaction Is for bonafied Purpose.	Whether the Transaction made Is through regular reputed delegate giving particulars.	If not in his own name State in whose name held & his/her relationship to The Govt. servant.	How Required of Whether by Purchase in Hesitance gifts Or otherwise Details of persons From whom Acquired or to Whom sold.	Remarks
1	2	3	4	5	6	7	8	9

In case where it is not asses the value accurately, the approximate value in relation to present condition may be indicate.

Signature.....

Date.....

Sig. of forwarding office.....

PROFORMA-II

Statement to be filled by the office forwarding applications for permission/information as the case may be.

Name of official (In full Block letters).....

Present post held&Station.....Present pay Scale.....

Service particulars of the employee:-

Date of engagement	Designation	Grade	Rate of Pay	Permanent or Temporary.	Whether acquisition Of the property is at the fair market price	There is no reasons/ Ground to hold that the Transaction is question Is the result of the Exercise of any undue Official influence by the Applicant(I;e in return for Any official favour Conferred upon Prospective seller, buyer Of the property.	There is nothing Otherwise objection able in Relation to the proposed transaction	Remarks
1	2	3	4	5	6	7	8	9

Signature.....

Date.....

Sig. of forwarding office.....