

**Form for giving prior intimation or seeking previous sanctions  
under Rule 16(3) of the AIS(Conduct) Rules, 1968  
for transactions in 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 Disposed of :
5. Probable date of acquisition/disposal of property :
6. Mode of acquisition/disposal of :
7. (a) Full details about location , viz Municipal No. Street/Village/Taluk/District and State in which it is situated :
- (b) Description of property, in the case of cultivable land, dry or irregular 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 exclusive 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 cases 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 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 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**

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 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.