

**Form for giving intimation or seeking previous sanction under Rule 18(3) for transaction
in respect of movable property**

1. Name of the Government servant :
2. Scale of pay and present pay :
3. Purpose of application- Sanction for transaction/
intimation of transaction :
4. Whether the property is being acquired or
disposed of :
5. (a) Probable date of acquisition or disposal
of property :
(b) If the property is already acquired/disposed
of - Actual date of transaction :
6. (a) Description of the property (e.g., Car/Scooter/
Motor Cycle/Refrigerator/Radio/Radiogram/
Jewellery/Loans/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. 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 be financed :
(a) Personal savings :
(b) Other sources giving details :
10. In the case of disposal of property, was required 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) Nature of official dealings with the party :
- (e) 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 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

I,, hereby intimate the 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.