Form for giving prior intimation or seeking previous sanction under Rule 18(3) of the CCS(Conduct) Rules 1961 transaction in respect of Movable Property.

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1   Name & Designation   --------------------------------------

2   Scale of pay & present pay   --------------------------------------

3   Purpose of application sanction for   --------------------------------------
for transaction/prior intimation of
transaction.

4   Whether Property is being acquired   --------------------------------------
or disposed off.

5   a)Probable date of acquisition/   ------------------------------------
    disposal of property.

    b)If the property is already acquired/   -------------------------------------
    disposed off actual date of
    transaction.

6   a)Declaration of the property (e.g)   --------------------------------------
Car/Scooter/Motor Cycle/
Refrigerator/Radio/Radiogram/
Jewellery/Loan/Insurance Polices etc.

    b)Make Model (an also registration -------------------------------------
    No.in case of vehicles) where
    necessary.

7.   Mode of acquisition disposal   ----------------------------------
(purpose/sale/gift mortgage leave or
otherwise)

8.   Sale/purchase price of the property   ------------------------------------
(Market value in the case of)

9   In case of requisition source of   --------------------------------------
or sources from which financed/proposed
to be financed.
    a) Personal savings   --------------------------------------

    b) Other sources.   --------------------------------------
   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 & 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 in the capacity at any time or is the
          applicant likely to have any dealing 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 case of acquisition by gift, whether sanction   ----------------------
          is also required under rule 18 of the CCS(Conduct)
          Rules 1961.

13   Any other relevant fact which the applicant may like   ------------------
          to mention.

DECLARATION

    I--hereby declares that the particulars given above are true & 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 No.11 above.

    I---------------------------------------hereby intimae the proposed acquisition, disposal of property by me as derailed above, I declare that the particulars given above are true.

Station------------   **Signature------------------**