

**FORM FOR GIVING PRIOR INTIMATION OR SEEKING PREVIOUS
SANCTION UNDER RULE 18 (2) OF THE CCS (CONDUCT) RULES, 1964,
FOR TRANSACTION 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 :
7. (a) Full details about location, viz., Municipal No./Street/Village/Taluq /District and State in which situated :
- (b) Description of the property, in the case of cultivable land, dry or irrigated 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 exclusively 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 :