

FORM FOR GIVING PRIOR INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE 18(2) IN RESPECT OF IMMOVABLE PROPERTY (OTHER THAN FOR BUILDING OF OR ADDITIONS AND ALTERATIONS TO A HOUSE)

(G.I. Dept. of personnel and training O.M. No.11013/11/85 Ests (A), dated the 23 June 1986)

1. Name and Designation :
2. Scale of pay & 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 taluk/district and State in which situated :
- (b) Description of the property, in case of cultivable land, dry or irrigated land :
- (c) Whether free hold or lease hold :
- (d) Whether the applicants 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 Govt. 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 / acknowledgment 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 (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.