

**FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE 18(3) FOR TRANSACTION IN RESPECT OF MOVABLE PROPERTY**

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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 / Loan/ 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 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 obtained (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 / 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 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.
2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.