

PRESCRIBED FORM FOR INTIMATION /SEEKING SANCTION OF THE AUTHORITY IN RESPECT OF TRANSACTIONS/PROPOSED TRANSACTION OF IMMOVABLE /MOVABLE PROPERTY,AS REQUIRED UNDER CCS(CONDUCT) RULES ,1964.

(While filling up this form delete the words, which are /were not applicable)

(Give appropriate answer to each question /items; dots and dash are not be used)

1. Name of the Government Servant :
2. Present posting with dates :
3. Previous 2 postings with dates from: 1)

2)

4. Date of joining into Govt.service
 - a) Substantive grade/post
 - b) Date of confirmation
 - c) Scale of pay
 - d) Substantive pay
5. a) Officiating grade /post held at present if any
 - b) Date from which continuously officiating in the present grade /post
 - c) Scale of pay
 - d) Present pay drawn
- 6 . Whether the application /intimation is in respect of Acquisition /disposal of property and what is the nature of property(i.e immovable or movable)
7. If the property has already been acquired /disposed off the actual date of the transaction
8. In the case of immovable property:
 - a) Full details about its location viz. Municipal No.
Street /village/Tehsil/District/State in which situated

- b) Description of the property in case of cultivated land, dry
or garden land
- c) Whether freehold or leasehold
- d) Whether the applicant's interest in property is in full or part
(in case of partial interest extent of interest must be indicated)
- e) Mode of acquisition /disposal /purchase/sale /gift /mortgage
/lease or otherwise.
- f) Khasra Numbers:
- g) Measurement
- h) Price of land /house

9. In case of movable property:

- a) Description of the property
(i.e. Car/Scooter/Motor Cycle/Refrigerator /Radio/
Computer/jewellery/loans/Insurance policies etc.)
- b) Make, modal, price (Registration No. in case of vehicle)
where necessary

10. In case of acquisition source or sources from which financed /

Proposed to be financed

- a) Personal savings
- b) Other saving giving details

11. In case of disposal property:

Has the requisite sanction/intimation obtained/given

For its acquisition?

(a copy of the sanction should be attached)

12. a) Name & address of the party with whom transaction

Is proposed to be/has been made

b) Is the party related to the applicant

c) If so state the relationship

d) Did the applicant have any official with the party at any time

or is the applicant likely to have any dealing with him in the near future

13. Was the transaction made is proposed to be made through a regular

or reputed dealer .If so, full name and address of dealer

14. Any other relevant facts 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 off the property detailed above.

Date

Place

Signature

Designation

Name & Address