

Form forgiving 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 per. & Trg., O.M No 11013/11/85-Ests. (A)dated the 23rd June, 1986.]

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...
6. Mode of acquisition/disposal...
7. (a) Full detail about location, viz., Municipal No., Street/
Village/ Taluk/ 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 indicated)
(E) In case the transaction is not exclusively in the name
a. 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
gift)
9. In cases of acquisition, source or source from which financed/
proposed to be financed-
(a) Personal savings
(B) Other sources giving detail
10. In the case of disposal of property, was requisite sanction/
Intimation obtained / giving 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 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 ...
14. 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.

Signature:

Designation: