

**Form for giving intimation or seeking previous sanction  
under Rule 18 (3) for transaction in respect of movable property**

[G.I., Dept. of Per. & Trg., O.M. No. 11013/11/85-Ests. (A), dated the  
23rd June, 1986.]

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 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 /  
Loans / 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 case 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 / inti-  
mation obtained / given for its acquisition (a copy of the sanc-  
tion / acknowledgement 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 adver-  
tisements or through friends and relatives. Full particu-  
lars 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 the 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:  
Date:

Signature:  
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.