

FORM PRESCRIBED FOR INTIMATION / SEEKING SANCTION OF THE AUTHORITY IN RESPECT OF TRANSACTION /PROPOSED TRANSACTION OF IMMOVABLE / MOVEABLE PROPERTY (FOR BUILDING OR AN ADDITIONS AND ALTERATION) TO A HOUSE AS REQUIRED UNDER THE RULE OF THE CCS (CONDUCT) RULES-1964a

(WHILE FILLING UP OF THIS FORM DELETE THE WORDS WHICH ARE NOT APPLICABLE)

All give up the appropriate answer to each question/items dots and dash are not to be used

1. Name of the Govt. Servant
(in block letters) _____
2. Date of joining in Govt. Service _____
 - a) Substantive grade/post held _____
 - b) Date of confirmation _____
 - c) Scale of pay _____
 - d) Substantive pay _____
- 3)
 - 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 _____
 - e) _____
4. Whether the application/intimation in respect of acquisition/disposal of property and what is the nature of the property _____
5. If the property has already been Acquired/disposed of, the actual date of the transaction _____
6.
 - a) In the case of immovable property about its location, viz Municipal No. street /village/Tehsil /Distt. and State in which situated with Khasra No.etc. _____
 - b) Description of the of the property, in the case of cultivable land, dry or garden land _____

- c) Whether free hold or leasehold _____
- d) Whether the applicant,s interest in property is in full or in part (in case of partial interest,Interest must be indicated) _____
- e) Mode of acquisition/disposal (Purchase/sale. gift, mortgage, lease or otherwise) _____
7. In case of movable property
- 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 vehicle)where Necessary _____
8. Sale/purchase price of the property (Market value in the saxe 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/intimation obtained/given for its acquisition (copy of the sanction/ 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 If so, State the relationship _____
- c) Did the applicant have any dealing the party in his official capacity at any time, or is the applicant _____

is likely to have any dealing 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 advertisements
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(Counduct)
Rules,1964 _____
13. 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 of
property as described above from/ to the party whose name is mentioned in item
No _____

Station:-

Dated:-

Signature
Designation
(Name _____
Address & Code No.)

