

FORM FOR GIVING PRIOR INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE 18(2) IN RESPECT OF IMMOVABLE PROPERTY(OTHR THAN FOR BUILDING OF OR ADDITION AND ALTERATIONS TO A HOUSE

(G.I. DEPTT OF PER. & TRG. O.M. NO. 11013/11/85-Estt(A) dated 22nd 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 off	
5	Probable date of acquisition/disposal of property	
6	Mode of acquisition/disposal	
7	a. Full details about location viz. Municipal No. Stree/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 be indicated).	
	e. In case the transaction is not exclusively in the name of the Government servant, particulars of ownership and share of each member	
8	Sale/Purchase of price of the property(Market value in case of gifts)	
9	In case of acquisition, source or sources from which finances/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?(a copy of the sanction/acknowledgement should be attached)	
11	a Name and address of the party with whom transaction is proposed to be 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	
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 to the party whose name is mentioned in Item No. 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.

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 applicant should be submitted at least 30 days before the proposed date of transaction

FORM

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

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 property (e.g., Car/ Scooter/ Motor Cycle/ Refrigerator/Radio/ Radiogram/Jewellery/ Loans/ Insurance Policies etc.)
(b) Make, Model (and also Registration Number 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 finance/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 (A 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.
(c) Did the applicant have any dealings with 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 case of acquisition by gift, whether sanction is also required under Rule 13 of 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:

Signature:

Date:

Designation:

Intercom/Room No.

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 transaction

FORM - IV

**Form of report/application for permission of the Government for the building of
or addition to a house**

0-0-0-0

Sir,

This is to report to you that I propose to build a house make an addition to my house.

This is to request that permission may granted to me for the building of a house/making addition to my house.

The estimated cost of the land and materials for the construction/extension of the house is given below:-

LAND:

- 1) Location (Survey Numbers, }
Village, District, State) }
- 2) Area :
- 3) Cost :

BUILDING MATERIALS ETC:

- 1. Bricks (Rate/quantity/cost)
- 2. Cement (Rate/quantity/cost)
- 3. Iron and Steel (Rate/quantity/cost)
- 4. Timber (Rate/quantity/cost)
- 5. Sanitary fittings (Cost)
- 6. Electrical fittings (Cost)
- 7. All other special fittings (Cost)
- 8. Labour charges
- 9. All other charges.

TOTAL COST OF LAND AND BUILDING:

2. The construction will be supervised by myself. The construction will be done by I do not have any official dealings with the contractor nor did I have any official dealings with him in the past.

I have/had official dealings with the contractor and the nature of my dealings with him is/was as under:

3. The cost of proposed construction will be met as under:-

- i) Own Savings
- ii) Loans/Advances with full details
- iii) Other sources with full details

Yours faithfully

Date: