

Form for giving 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 Designations:
2. Scale of Pay and present pay :
3. Purpose of application – Sanction :
for transaction/prior Intimation of transaction :
4. Whether the property is being acquired or :
disposed of
5. Probable date of acquisition/disposal of property :
6. Mode of acquisition/ disposal :
7. a) Full details 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 free hold or leasehold :
d) Whether the applicants 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 if the Govt. 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 case of acquisition, source or sources from :
which financed/proposed to be financed
a) Personal saving :
b) Other sources giving details :
10. In the case of disposal 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 the party related to applicant? :

If so state the relationship

- c) Did the 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 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.

Station :

Signature:

Date:

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.