**FORM –I**

**Form for giving prior intimation or seeking previous sanction under Rule 18 (2) of the CCS (Conduct) Rules, 1964 for transaction in respect of immovable property.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please read the instructions before filling up the form)

1. Name of the Government servant : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Service to which belongs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Employee No./Code No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Scale of Pay and present pay : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Purpose of application :**@** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Whether property is being acquired or disposed of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Probable date of acquisition/disposal of property : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. (a) Mode of acquisition **β** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Mode of disposal **β**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Description of Property.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full details about location **$** | Description of Property. **ѱ** | Whether freehold or leasehold. | Whether applicant’s interest in the property is in full or part. **&** | Ownership of the property. **\*** | Sale/purchase price of the property. **#** |
| (a) | (b) | (c) | (d) | (e) | (f) |
|  |  |  |  |  |  |

1. In case of acquisition, source or sources from which financed/proposed

to be financed.**Ω** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition (A copy of the sanction/acknowledge should be attached): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Details of the Parties with whom transaction is proposed to be made:

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of the party with whom transaction is proposed to be made. | Is the party related to the applicant? If so, state the relationship. | Did the applicant have any official dealing with the parties? **€** | How was the transaction arranged? **®** |
| (a) | (b) | (c) | (d) |
|  |  |  |  |

11. In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964? **α**

12. 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:

 Name:

Date: Designation: