**FORM –II**

**Form for giving prior intimation or seeking previous sanction under Rule 18 (3) of the CCS (Conduct) Rules, 1964 for transaction in respect of movable 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. Description of Movable Property

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Acquisition or disposal | Date of acquisition or disposal | Details of Property**$** | Mode of acquisition or disposal**©** | Whether the applicant’s interest in the property is in full or part. **&** | Ownership of the property **\***  | Sale/purchase price of the Property **ѱ** |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) |
|  |  |  |  |  |  |  |

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/ has been made:

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

1. In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964? **α** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. 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 7 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: Name:

 Designation: