

(See Rule 18)

FORM PRESCRIBED BY THE DEPARTMENT OF COMMUNICATION (T&7) BOARD FOR INTIMATION/SEEKING SANCTION OF THE COMPETENT AUTHORITY IN RESPECT OF TRANSACTION/PROPOSED TRANSACTION IN IMMOVABLE/MOVABLE PROPERTY (OTHER THAN FOR BUILDING OF OR ADDINGS AND ALTERATIONS TO HOUSE) AS REQUIRED UNDER RULE 18 OF C.C.S (CONDUCT) RULES, 1964.

(While filling up this form, delete the words, which are not applicable, also give the appropriate answer to each question/items, dots, and dashes are not to be used).

1. Name of the Government Servant :  
(In Block Letter)
2. Date of joining Government Service :
3. a) Substantive grade/post :  
b) Date of confirmation :  
c) Scale of pay :  
d) Substantive pay :
4. 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 draw :
5. Whether the applicant/intimation is in :  
respect of acquisition/disposal of  
property, and what is the nature of  
property
6. If the property has already been :  
acquired/disposed off, the actual date of  
the transaction
7. In the case of immovable property :  
a). Full details about its location Viz., :  
Municipal number, street/Village, thaluk  
District & State in which situated  
b) Description of property, in the case of :  
cultivable land, dry or garden land  
c) Whether freehold or lease hold :  
d) Whether the applicant's interest in the :  
property is full or in part In case of partial  
interest the extent of such interest must  
be indicated  
e) Mode of acquisition/disposal, purchase/ :  
Sale, gift, mortgage, Lease or otherwise)

- 8 In case of movable property :
  - a)Description of the property(e.g.car/  
scooter/motor Cycle/Refrigerator/Radio/  
Radio- dram/Jewelry/Loans insurance  
policies, etc.)
  - b)Make, model (and also registration No. :  
in case of Vehicles where necessary
- 9 Sale/Purchase price of the new property :  
(market value in the case of gifts)
- 10 In case of acquisition, source or source :  
from which finance/proposed to be  
financed
  - a) Personal Savings :
  - b) Other source giving details :
- 11 In case of disposal of property was :  
requisite sanction/intimation  
obtained/given for its acquisition (a copy  
of the sanction/acknowledgement should  
be attached
- 12 a) Name and address of the party with :  
whom transaction if 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 the party in his official capacity at  
anytime, or is the applicant likely to have  
any dealings with him in the near future.
- 13 Was/is the transaction made/proposed to :  
be made through a regular or reputed  
dealer. If so, full name & Address of the  
dealer.
- 14 Any other relevant facts, which the :  
application may like to mention

DECLARATION

I .....  
..... hereby declare that the particulars are 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, 12 above.

O R

I .....  
..... hereby intimate the acquisition/disposal of property by me as detailed above through the dealer whose address is furnished against the item No.13. I declare that the particulars give above are true.

Station:

Signature

Date:

Designation:

N.B.: The appropriate declaration will be used the one not applicable will be struck out.