

AN-IV

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** (other than for building of or additions and alterations to a house)

[G.1. Dept of Per. & Trg. O.M. No. 11013 /11 /85 -Ests.(A), Dated 23rd June 1986]

1. Name & Design. of the Government servant ;
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 of ;
5. (a) Probable date of acquisition or disposal of property ;
6. Mode of acquisition/disposal ;
7. a) Full details about location, viz, Municipal No. :
Street/Village, Taluk, District & State in which Situated, Mouza/Dag No. /Khatian No.
- b) Description of the Property in the case of :
cultivable land, dry or irrigated land.
- c) Whether free hold or lease hold ;
- 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 Govt. servant, particulars of ownership and share of each member
8. Sale / purchase price of the property
(market value in the case of gifts) ;
9. In case of acquisition , source or sources from which financed / proposed to be financed –
 - (a) Personal savings ;
 - (b) other sources giving details ;
10. In case of disposal of property , was requisite sanction / intimation obtained / given for its acquisition ? (a copy of the sanction / acknow – ledgement should be attached) . ;

11. (a) Name & 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 advertisements or through
friends & relatives , full particular to be given)

12 . In the case of acquisition by gifts, 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 acquisition / disposal of property by me as detailed above . I declare
that the particulars given above are true .

Station :

Signature :

Date :

Designation :

A/C 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 the transaction .