

AN-IV

FORM - 2

Form for giving intimation or seeking previous sanction under Rule 18 (3) of CCS(Conduct) Rules-1964 for transaction in respect of **movable property**  
[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 / intimation of transaction ;
- 4. Whether property is being acquired or disposed of ;
- 5. (a) Probable date of acquisition or disposal of property ;
- (b) If the property is already acquired / disposed of - Actual date of transaction ;
- 6. (a) Description of the property (e.g., Car / Scooter / Motor Cycle / Refrigerator / Radio / Radiogram / Jewellery / Loans / Insurance / Policies , etc ;
- (b) Make , model (and also Registration No. in case of vehicles) , where necessary ;
- 7. Mode of acquisition / disposal ( purchase / sale, gift, mortgage, lease or otherwise ) ;
- 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 / acknowledgement should be attached ) . ;
- 11. (a) Name & address of the party with whom transaction ;  
is 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 any time , or is the Applicant likely to have any dealings with him In the near future ? ;
- (d) Nature of official dealings with the party ;
- (e) 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 :

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 .