**FORM 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).

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| 1. | Name of the Government Servant  (In Block Letter) |  |
| 2. | Date of joining in 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 (eg.Car/ Scooter/Motor Cycle/ Refrigerator/ Radio Radio-dram/Jewellery/ 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.

Station: Signature

Date: Designation:

OR

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby intimate to 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: