

Form for giving prior intimation or seeking sanction under Rule 16(3) of the All India Services (Conduct) Rules, 1964 for transaction in respect of Immovable Property.

1.	Name and Designation	
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 off	
5.	Probable date of acquisition/disposal of property	
6.	Mode of acquisition/disposal	
7.(a)	Full details about location, viz Municipal No., Street, Village, Taluk, District and State in which situated.	
7(b)	Description of the property in the case of cultivable land, dry or irrigated land	
7(c)	Whether freehold or leasehold	
7(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)	
7(e)	In case the transaction is not exclusively in the name of the Government 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 source giving details	
10.	In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition (a copy of the sanction/ acknowledgment should be attached)	
11.(a)	Name and address of the party with whom transaction is proposed to be made	

11(b)	Is the party related to the applicant? If so, state the relationship.	
11(c)	Does 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?	
11(d)	How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given)	
12.	In 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 property as described above from/to the party whose name is mentioned in item 11 above.

I, _____ hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

(Signature)

Station: New Delhi

Date :

Note: 1. In the above form, different portions may be used according to requirement.
2. Where previous sanction is asked for, the applicant should be submitted at least 30 days before the proposed date of the transaction.

Form for giving prior intimation or seeking sanction under Rule 16(3) of the All India Services(Conduct) Rules,1964 for transaction in respect of Movable Property.

1.	Name and Designation	
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 off	
5.(a)	Probable date of acquisition/disposal of property	
5(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/nsurance Policies.	
6(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 the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition (a copy of the sanction/ acknowledgment should be attached)	
11.(a)	Name and address of the party with whom transaction is proposed to be made	
11(b)	Is the party related to the applicant? If so, state the relationship.	

(c)	Does 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?	
11(d)	Nature of official dealings with the party.	
11(e)	How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given)	
12.	In 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 property as described above from/to the party whose name is mentioned in item 11 above.

I, _____ hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

(Signature)

Station: New Delhi

Date :

Note: 1. In the above form, different portions may be used according to requirement.
2. Where previous sanction is asked for, the applicant should be submitted at least 30 days before the proposed date of the transaction.

Form for giving prior intimation or seeking sanction under Rule 18(3) of the C.C.S. (Conduct) Rules, 1964 for transaction in respect of Movable Property.

1.	Name and Designation	
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 off	
5.(a)	Probable date of acquisition/disposal of property	
5(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.	
6(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:- (c) Personal Savings. (d) Other sources giving details.	
10.	In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition (a copy of the sanction/ acknowledgment should be attached)	
11.(a)	Name and address of the party with whom transaction is proposed to be made	
11(b)	Is the party related to the applicant? If so, state the relationship.	
11(c)	Does 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?	
11(d)	Nature of official dealings with the party.	

11(e)	How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given)	
12.	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 property as described above from/to the party whose name is mentioned in item 11 above.

I _____ hereby intimate the proposed acquisition/ disposal of property by me as detailed above. I declare that the particulars given above are true.

(Signature)

Station: New Delhi
Date :

Note: 1. In the above form, different portions may be used according to requirement.
2. Where previous sanction is asked for, the applicant should be submitted at least 30 days before the proposed date of the transaction.