

**Form for giving prior intimation or seeking previous sanctions
under Rule 16(3) of the AIS(Conduct) Rules, 1968
for transactions 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 of :
5. Probable date of acquisition/disposal of property :
6. Mode of acquisition/disposal of :
7. (a) Full details about location , viz Municipal No. Street/Village/Taluk/District and State in which it is situated :
- (b) Description of property, in the case of cultivable land, dry or irregular land :
- (c) Whether freehold or leasehold :
- (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 exclusive 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) :

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

Station :

Date :

Signature

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.