

**Form of giving prior intimation of seeking previous sanction under Rule 18(2) of the CCS (Conduct) Rules-64 for transaction on in respect of immovable property.**

01. Name and Designation :
02. Scale of Pay & Present Pay :
03. Purpose of application sanction for transaction/prior intimation or transaction :
04. Whether property is being acquired or disposed off :
05. Probably date of acquisition/ disposal of property :
06. Mode of acquisition/disposal :
07. (a) Full details about location viz. Municipal, Number, Street/ Village Taluk  
(b) Description of the property in case of Cultivable land, dry or irregulated land :  
(c) Whether freehold or leasehold :  
(d) Whether the applicant interests in the property is in full or in part (in case of partial interest, the extent or such interest must be indicated) :  
(e) In case the transaction is not exclusively in the name of Govt. servant, particulars of ownership and share of each member :
08. Sale/Purchase price of the property (Market value in the case of gifts). :
09. In case of acquisition, source or sources From which finance/ proposed to be finance :
10. (a) Personal Savings. :  
(b) Other sources giving details :
11. In the case of disposal of property was requisite sanction/intimation obtained /given for it's acquisition a copy of the sanctioned/acknowledgement should be attached. :

12.	(a)	Name and address of the party with whom Transaction is proposed to be made	:	
	(b)	Is the party relate 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 as 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 advertisement or through friends and relatives, full particulars to be given).	:	
13.		In case of acquisition by gift whether sanction is also required under Rule:13 of the CCS (Conduct) Rules:1964.	:	
14.		Any other relevant fact which the applicant may like to sanction	:	

I hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose off/property/start construction of house as described above from the parties whose names is required 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:

Signature:

Dated:

Designation:

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