

Form for giving intimation or seeking previous sanction under Rules 18(3) of the GCS(Conduct) Rules.1964 for transaction in respect of Movable property.

1. Name of the Govt. servant. _____
2. Scale of pay and present pay. _____
3. Purpose of application-sanction for transaction/
intimation of transaction. _____
4. Whether properties 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/Jiewellery/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/lesse or otherwise). _____
8. Sale/Purchase price of the property
(market value in the case of gift) _____
9. In case of acquisition, source of Sources
from which financed/proposed to be finalised:
(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 /acknowledgemant should be
attached). _____

11. (a) Name and address of the party with
whome transaction is proposed to be
made/ has been made.
(b) Is the party related to the applicant?
If so, state the relationship. _____

11 (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 and relatives. Full particulars to be given).

12. In the case of acquisition by gifts, whether sanction is also required under Rule 13 of the GCS(Conduct) Rules, 1964.

13. Any other relevant 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 required/ dispose of property as described above form/ 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 :

Date :

Signature :

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.