

Form for giving intimation or seeking previous sanction under Rule 18 (2) in  
respect of Immovable 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 property is being acquired or disposed of:	
5.	Probable date of acquisition or disposal of property:	
6.	Mode of acquisition/disposal	
7.	<p>a) Full details about location, viz., Municipal No., Street /Village / Taluk /District and State in which situated</p> <p>b) Description of the property, in the case of cultivable land, dry or irrigated land</p> <p>c) Whether freehold or leasehold</p> <p>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</p> <p>e) In case the transaction is not exclusively in the name of the Govt. servant, particulars of ownership and share of each members</p>	
8.	Sale/purchase price of the property (Market value in the case of gifts):	
9.	<p>In case of acquisition, source of sources from which financed / proposed to be financed –</p> <p>(a) Personal savings:</p> <p>(b) Other source giving details:</p>	
10.	<p>In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition (a copy of the sanction / acknowledgement should be attached):</p>	
11.	<p>(a) Name and address of the party with whom transaction is proposed to be made/has been made:</p> <p>(b) Is the party related to the applicant? If so, state the relationship:</p> <p>(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</p>	

	(d) 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 CCS (Conduct) Rules, 1964:	
13.	Any other relevant fact which the applicant may like to mention:	

I, ..... hereby declare that the particulars given are true. I request that I may be given permission to acquire property as described above from 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 are true.

Station:  
Date:

Signature:  
Designation:

NOTE: 1. - In the above form, different portion 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 transaction.