

Form for giving prior intimation or seeking previous sanction under Rule 16(3) of the AIS (Conduct) Rules, 1968 for transaction in respect of immovable property.

1. Name and Designation
2. Purpose of application sanction for transaction / prior intimation of transaction.
3. Scale of pay and present pay.
4. Whether property is being acquired or disposed of.
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.
- (b) Description of the property, in the case of cultivable land, dry or irrigated land.
- (c) Whether freehold or leasehold.
- (d) Whether the application'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 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 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.

Form for giving intimation of seeking previous sanction under Rule 16 (4) of the IAS(conduct) Rules, 1968 for transaction in respect of movable property.

- 1 Name of the Government 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. (a) Probable date of acquisition of 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/ Jewellery/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, 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 has been made:
- (b) Is the party related 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 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 11 of the IAS (Conduct)
Rules, 1968.
- 13 Any other relevant fact which the
applicant may like to mention:

DECLARATION

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

Station:

Signature:

Date:

Designation:

- NOTE:**
1. In the above form, different maybe 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.