

**FORM FOR GIVING INTIMATION/SEEKING PREVIOUS SANCTION UNDER RULE
18(3) OF THE CCS (CONDUCT) RULES, 1964 FOR TRANSACTION IN RESPECT OF
MOVABLE PROPERTY**

1	Name & Designation of the Officer	
2	Scale of pay & present pay	
3	Purpose of application-sanction for/prior intimation of transaction	
4	Whether property is being acquired or disposed of	
5(a)	Probable date of acquisition of disposal	
5(b)	If the property is already acquired/disposed of –actual date of transaction.	
6(a)	Description of property (e.g. car/scooter/motor cycle etc.)	
6(b)	Make, model (and also registration No. in case of vehicles), where necessary.	
7	Mode acquisition /disposal (Purchase/ sale, gift, mortgage, lease or otherwise.)	
8	Sale/purchase price of property (market value in the case of gifts)	
9	In case of acquisition, sources from which financed/ proposed to be financed- (a) Personal Saving (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 sanction/ acknowledgement should be attached)	
11	(a) Name & address of the party with whom transaction is proposed to be made/has been made	

	<p>(b) Is the party related to the applicant? If so, state the relationship.</p> <p>(c) Did the applicant have any dealing 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?</p> <p>(d) Nature of official dealings with the parties.</p> <p>(e) How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends & relatives. (Full particulars to be given.)</p>	<p>PREVIOUS BANK TRANSACTIONS FOR OR THROUGH BANK IN RESPECT OF PROPERTY</p>
12	In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964	
13	Any other relevant facts which the applicant may like to mention.	

DECLARATION

I, ----- hereby intimate the acquisition/disposal of property by me as detailed above are true. I declare that the particulars given above are true to the best of my knowledge and belief.

Station: Chandigarh

Dated:

Signature