

FORM - II

Movable Property

Form for giving prior intimation or seeking previous sanction under Rule 18(3) of the CCS (Conduct) Rules, 1964 for transaction in respect of movable property.

1. Name and designation of the Govt. :
servant
 2. Scale of pay & 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/ :
disposal of property
 - (b) If the property is already :
acquired/disposal of actual date
of transaction
 6. (a) Description of the property :
(eg. Car/Scooter/MotorCycle/Radio/
Refrigerator/Computer/jewellery/
loans/insurance policies, etc)
 - (b) Make, model (and also registration
Number 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 : Rs.
 - (b) Other sources giving details : Rs.
- _____
Rs.

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 advertisement or through friends and relatives. Full particulars to be given) :
12. In 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 :

DECLARATION

I, _____ hereby declare that 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 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.

Remarks of Administration Section.