

Form for giving intimation or seeking previous sanction under Rule 16(4) of AIS (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
intimation of transaction :
4. Whether property is being
acquired or disposed of :
5. (a) Probable date of acquisition
/disposal of property :
(b) If property is already
acquired/disposal of,
Actual date of transaction. :
6. (a) Description of the property
e.g. Car/Scooter/ Motorcycle
/Refrigerator/Radio/ Radiogram/
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. Scale/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 source giving details. :
10. In the case of disposal of property,
was requisite sanction/intimation
obtained/given for its acquisition,
(a copy of the sanction /
acknowledgement to be attached) :

11. (a) Name and address of the party with whom transaction is proposed to be 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 dealing 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 the case of acquisition by gifts, whether sanction is also required under Rule 11 of the AIS (Conduct) Rules, 1968. :
13. Any other relevant fact, which the applicant may like to mention. :

Declaration

I, _____, post _____ hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described the above form/ to the party whose name is mentioned in item 11 above.

OR

I, _____, post _____ hereby intimate the proposed 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.