

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

1. Name & designation :
2. Scale of pay and present pay :
3. Purpose of application- :
sanction for transaction/ prior
intimation of transaction :
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 lease hold :
- (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) :
- (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 Saving :
(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) 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.