

**FORM - I**  
**FORM FOR GIVING PRIOR INTIMATION FOR SEEKING PREVIOUS**  
**SANCTION UNDER RULE 18(2) OF THE RAILWAY SERVICES (CONDUCT)**  
**RULES, 1966 FOR TRANSACTION IN RESPECT OF IMMOVABLE PROPERTY**

1. Name (BLOCK LETTERS) :
2. Designation :
3. a) Scale of Pay & :  
b) Present Pay :
4. Purpose of application- Sanction for :  
transaction or intimation of transaction
5. Whether property is being acquired or :  
disposed off
6. Probable date of acquisition/disposal of :  
property
7. Mode of acquisition/disposal :
8. Full details about location or Municipal :  
No./Street/Village/Taluk/ Dist and State in  
which situated  
b) Description of the property in the case of :  
cultivable land (dry or irrigable).  
c) Whether free hold 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 govt. servant particulars of  
ownership and share of each member.
9. Sale/purchase price of the property :  
(Market value in the case of gifts)
10. In case of acquisition, source or sources from :  
which financed/proposed to be financed.  
Personal Savings. :  
a) Other sources (giving details). :

11. In the case of disposal of property was :  
requisite sanction/intimation obtained/giving  
for its acquisition ( a copy of sanction/  
acknowledgement should be attached)
12. a) Name and address of the party with :  
whom the 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 or through an  
advertisement or through friends or  
relatives. Full particulars to be given).
13. In case of acquisition by gift (Whether :  
sanction is also required under rule-13 of CCS  
(Conduct Rules 1964).
14. Any other relevant fact which the applicant :  
may like to mention.

**DECLARATION**

I, \_\_\_\_\_ hereby declare that the particulars given  
above to seek permission to acquire/disposal of property as describe above from/to the party  
whose name is required.

**OR**

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

(Signature of the Applicant)

Station :  
Date :

Name :  
Designation :