

FORM-II

Form for giving intimation or seeking previous sanction under rule 18(3) of the CGS(Conduct) Rules 1966 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 off
5. a) Probable date of acquisition/disposal of :
property
- b) If the property is already :
acquired/disposed of actual date of
transaction.
6. Description of the property :
(Car/Scooter/Motor Cycle/Refrigerator/radio/
radiogram/jewellery/loans/insurance policies
etc.).
7. Mode of acquisition/disposal :
(Purchase/Sale/Gift/Mortgage, lease or
otherwise etc)
8. Sale/purchase of the property (Market value :
in case of gifts)
9. In case of acquisition, source or sources from :
which financed/proposed to be financed.
- a) Personal Savings. :
- b) Other sources (giving details). :
10. In the case of disposal of property was :
requisite sanction/intimation obtained/giving
for its acquisition (a copy of the sanction/
acknowledgement should be attached)
- a) Name and address of the party with :
whom the transaction is proposed to be
made/has been made
- b) Is the party related to the applicant? If :
so, state the relationship

P.T.O.

- 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 or through advertisement or through friends and relatives. Full particulars to be given).
11. In case of acquisition by gift (Whether sanction is also required under Rule-13 of CCS (Conduct Rules 1964).
12. Any other relevant fact which the applicant may like to mention.

DECLARATION

I, _____ hereby declare that the particulars given above true, I requested that I may be given permission to acquire/dispose of property as described above from/ to the party whose name is required in item 11 above.

OR

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

(Signature of the Applicant)

Station:

Name :

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.