**FORMS 2**

**Form for giving intimation or seeking previous sanction under Rule 18 (3)**

**for transaction in respect of movable property.**

**{ G.I., Dept.of Per &Trg., O.M., No.11013/11/85-Ests (A) dated the 23rd June, 1986}**

1. Name of the Government servant :

2. Scale of pay and 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/ disposed :

of – Actual date of transaction

:

6. (a) Description of the property (e.g., Car/Scooter:

/Motor Cycle/Refrigerator/Radio/Radiogram

/Jewellery/Loans/Insurance Policy

(b) Make, model (and also Registration No. in case :s

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, sources or sources from which

Finance/proposed to be financed

1. Personal saving :
2. Other sources giving details. :

10. In the case of disposal of properly, was requisite sanction/

intimation obtained/given for its acquisition (a copy of :

the sanction/ acknowledgement 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.

1. 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

1. Nature of official dealings with the party :
2. How was the transaction arranged? (Whether :

through any statutory body or a private agency

through advertisements 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 13 of the CCS ( Conduct) :

Rule, 1964.

13. Any other relevant fact which the applicant may :

like to mention.

**D E C L A R A T I O N**

I, ………………………. hereby **intimate the acquisition** by me as details above. I declare that the particulars given above are true.

Station : Signature :

Date : Name & Designation :

**NOTE** :1 -In the above form, different portions may be used according to requirement.

**NOTE** :2 -Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.