

Form for giving prior intimation or seeking previous sanction under
Rule 18 (2) in respect of immovable property
(Other than for building of or additions and alteration to a house)

- 1 Name and Designation: :
- 2 Scale of pay :
- 3 Purpose of application – Sanction for :
transaction / prior intimation of transaction
- 4 Whether property is being acquired or :
disposed
- 5 Probable date of acquisition / disposal of :
property
- 6 Mode of acquisition / disposal of property :
- 7 Full details about the location Viz., Municipal :
(a) 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 leasehold :
- (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 the 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 gift)
- 9 In case of acquisition, source or sources from :
which financed / proposed to be financed
- Personal savings :
- Other sources giving details :
- TOTAL :

- 10 In the case of disposal of property was :
requisite sanction / intimation obtained /
given for its acquisition (A copy of the
sanction / acknowledgement should be
attached)
- 11 Name and address of the party with :
(a) 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 case of acquisition by gift, whether :
sanction is also required under Rule 13
of the CCS (Conduct) Rules, 1964.
- 13 Any other relevant fact which the :
applicant may like to mention

DECLARATION

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

OR

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

Station: Puducherry

Date:

Signature:

Designation: