

FORM-II

Form for giving prior intimation or seeking previous sanction under Rule 16(3) of the A.I.S. (Conduct) Rules,1968 for transaction in respect of immovable property.

1. Name and 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 number, 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 case of 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 cases 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/given for its acquisition. (A
copy of the sanction-acknowledge-
ment should 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 AIS (Conduct)
Rules,1968.
- 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 form/to the party whose name is
mentioned 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.

STATION:

SIGNATURE:

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 atleast
30 days before the proposed date of the transaction.

