

## APPENDIX IV

Form prescribed for intimation / seeking sanction of the competent authority in respect of sanctions / proposed transactions in immovable / movable property (other than for building of or additions and alterations to a house) as required under Rule 18 of the CCS (Conduct) Rules.

1. Name of the Government Servant  
(in block letters) :
2. Date of joining Government service :
3. (a) Substantive grade / post :  
(b) Date of confirmation :  
(c) Scale of pay :  
(d) Substantive pay :
4. (a) Officiating grade / post held at present,  
if any :  
(b) Date from which continuously officiating  
in the present grade / post :  
(c) Scale of pay :  
(d) Present pay drawn :
5. Whether the application/intimation is in )  
respect of acquisition/disposal of property )  
and what is the nature of property )
6. If the property has already been acquired / )  
disposed of, the actual date of the transaction )
7. In the case of immovable property:
  - (a) Full details about its location viz., )  
Municipal No., Street/Village, Taluk, )  
District and state in which situated )
  - (b) Description of the property, in the case )  
of cultivable land, dry or garden land )
  - (c) Whether freehold or leasehold )
  - (d) Whether the applicant's interest in the )  
property is in full or in part, (in case of )  
partial interest the extent of such interest )  
must be indicated )

- (e) Mode of acquisition/disposal (Purchase )  
Sale, gift, mortgage, lease or otherwise )
8. In case of moving property:
- (a) Description of the property )  
(eg:) Car / Scooter / motor cycle / )  
refrigerator/radio/radiogram/jewellery/ )  
loans / insurance policy, etc.) )
- (b) Make, model (and also registration no. )  
In case of vehicles), where necessary )
9. Sale/purchase price of the new property  
(market value in the case if gifts) :
10. In cases of acquisition, source /sources from )  
which financed/proposed to be financed )
- (a) Personal savings :
- (b) Other sources giving details :
11. 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) )
12. (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 )
- (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? )
13. Was / is the transaction made / proposed to )  
Be made through a regular or reputed dealer?)  
If so full name and address of the dealer )
14. Any other relevant facts 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 so described above from / to the party whose name is mentioned in item 12 above.

**OR**

I,..... hereby intimate the acquisition / disposal of property by me as detailed above through the dealer whose address is furnished against item 13. I declare that eh particulars given below are true.

**Signature:**  
**Designation:**

**Station:**  
**Date:**

**Note: The appropriate declaration will be used. The one not applicable may be struck out.**