

ANNEXURE-I

(See Rule 18)

Forms prescribed I in respect of transactions/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 C.C.S.(Conduct) Rules, 1962.

(While filling up this form, delete the word which are not applicable. Also give the appropriate answer to each question/items, dots and dashes are not be used.

1. Name of the Government Servant
(IN BLOCK LETTERS)
2. Date of joining (Council's Service)
3.
 - a) Substantive grade/post
 - b) Date of confirmation
 - c) 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 of property and what is the nature of property.
6. If the property has already been acquired/disposed of the actual date of transaction.
7. In the case of immovable property :-
 - a) Full details about its 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 Garden land.
 - c) Whether freehold or lease hold.
 - 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).

P.T.O.

- e) Mode of acquisition/disposal (purchase, sale, gift, mortgage lease or otherwise).
8. In case of movable property :-
- a) Description of the property (e.g. Car/ Scooter/Motor Cycle/ Refrigeration /Ration/ Radiogram/ Jewelry/ Loans/Insurance policies.
- Make, model (and also registration no. in case of vehicles) where necessary.
9. Sale/Purchase price of the new property (Market value in case of gift).
10. In case of acquisition, source or sources from which financed/proposed to be financed.
- a) Personal Saving
- b) Other sources, giving details.
11. In case of disposal of property, was requisite sanction/information 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 application? If so, state the relationship.
- c) Did the applicant have any dealing with the party in his official capacity at any time, or is the applicant likely to have any dealing with him in the near future.
13. Has/Is the transaction made/proposed to be made through a regular or proposed dealer ? If so, full name and address of the dealer.
14. Any other relevant information which the applicant may like to mention.

P.T.O.

DECLARATION

I, _____ hereby declare 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 item 12 above.

OR

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

STATION : _____

DATE : _____

Signature : _____

N.B. The appropriate declaration will be used - the one not applicable will be struck out.