

APPENDIX – IV

FORM – I

Form prescribed by the department 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 rules 18 of CCS (conduct) Rules, 1964.

Sr. No.	Descriptions	Particulars
1.	Name of the Govt. Servant (in block letters)	
2.	Date of joining of Govt. Servant	
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? What is the nature of property?	
6.	If the property has already been acquired/disposed off, the actual date of transaction.	
7.	In the case of immovable property: (a) Full detail about its location viz. Municipal/Street No./Village, Taluk, District and State in which situated. (b) Description of the property, in the case of cultivated land, dry 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 movable property: (a) Description of the property (e.g. Car/Scooter/Motor Cycle/Refrigerator/Radio/Radiogram/Jewellery/Loans/Insurance Policies 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 of gift)	
10.	In case of acquisition, square or sources from which finance/proposed to be financed: (a) Personal Savings..... (b) Other sources giving details..... (c) Loan from Board..... (d) Loan from Bank.....	
11.	In the case of disposal of property: Was requisite sanction/intimation obtained (a copy of the sanction/acknowledgement should be attached)	
12.	Name & address of the party with whom transaction is proposed to be made/has been made (a) Did the applicant have any dealing with the party in his official capacity at any time or is the applicant likely to have any dealings with him in near future (b) Is the party related to the applicant? If so, full name & address of the dealer.	
13	Was/Is the transaction made/proposed to be made through a regular or reputed dealer? If so, full name & address of the dealer.	
14.	Any other relevant facts which the applicant may like to mention.	

DECLARATION:

I, _____ hereby declare that the particulars given are true.

I request that I may be given permission to acquire property as described above from/to the party whose name is mentioned in item No.12 above.

OR.

I, _____ hereby intimate that the acquisition/disposal by as detailed above through the dealer whose address is furnished against item No.13, I declare that the particulars given above are true.

Dated:

Signature/Designation

Station: