

NATIONAL INSTITUTE OF EPIDEMIOLOGY
INDIAN COUNCIL OF MEDICAL RESEARCH
AYAPAKKAM, CHENNAI - 600 077

FORM

Form for giving intimation or seeking previous sanction under
Rule 18 (3) for transaction in respect of movable property

[G.I., Dept. of Per. & Trg., O.M. No.11013/11/85-Ests. (A),
dated the 23rd June, 1986.]

01. Name of the Government
Servant ...
02. Scale of pay and present pay ...
03. Purpose of application - Sanction
for transaction/intimation of
transaction ...
04. Whether property is being
acquired or disposed of ...
05. (a) Probable date of acquisition
or disposal of property ...

(b) If the property is already
Acquired / disposed of -
Actual date of transaction...
06. (a) Description of the property
(e.g. Car/Scooter/Motor Cycle
/Refrigerator/Radio/Radiogram/
Jewellery/Loans/Insurance
Policies, etc, ...

(b) Make, Model (and also Regis -
tration No. in case of
vehicles), where necessary...

07. Mode of acquisition/disposal
(purchase/sale, gift, mortgage,
lease or otherwise) ...
08. Sale/Purchase price of the
property (Market value in the
case of gifts) ...
09. In case of acquisition, source
or sources from which financed/
proposed to be financed -
 - (a) Personal savings ...
 - (b) Other sources giving
Details ...
10. In 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/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? ...
 - (d) Nature of official dealings
with the party ...

(e) How was the transaction arranged? (Whether through any statutory body or a Private agency through Advertisements 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 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 item 11 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 : Signature :

Name :

Date : Designation :

NOTE 1 :- In the above form, different portions may be used according to requirement.

NOTE 2 :- Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.