

Form-I.**Form giving prior Intimation or seeking previous sanction under Rule 18(2) of the Railway Service (Conduct) Rules, 1966 for transaction in respect of immoveable property.**

1. Name and designation :
2. Scale of Pay & present Pay:
3. Purpose of application- sanction for transaction/
Prior intimation of transaction.
4. Whether property is being acquired or disposed off.
5. Probable date of acquisition/disposal of property.
6. Mode of acquisition/disposal.
7. a) Full details about location, viz. Municipal, Street/Village, Taluka, District,
And State in which situated.
- b) Description of the property, in case of cultivable land, and 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 the transaction is not exclusively in the name of the Government servant, particulars of ownership and share of each member.
 1. Sale/purchase price of the property. (Market value in the case of gifts).
 2. In case of acquisition, sources or source from which financed/proposed to be Financed:
 - a) Personal Savings.
 - b) Other sources giving details.
 3. In case of disposal of property, was requisite sanction/intimation obtained/given For the acquisition (A copy of the sanction/acknowledgement should be attached)
 4. a) Name & address of the party with whom transaction is proposed to be made.
 - b) Is the party related to the applicant?
 - c) Did the applicant have any dealings with the party in his official capacity at any time or is the applicant like to have 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)
 5. In case of acquisition by gift, whether sanction is also required under Rule-13 of the Railway Service (Conduct) Rules, 1966.
 6. Any other relevant fact which the applicant may like to mention.

DECLARATION

_____ hereby declare that the particulars given above are true. I request that I may be given permission to acquired/disposed of property as described above from/to the party/name is required in item 11 above.

OR

_____ hereby intimate the proposed acquisition/disposal of property by the name (detailed above. I declare that the particulars given above are true.

Signature _____
Designation _____

Date _____

Note: 1. In (On above form, different portions may be read according to requirement.
2. Where previous sanction is asked for the application should be submitted at last 30 days before the proposed date of the transactions.