

**FORM FOR GIVING PRIOR INTIMATION OR SEEKING PREVIOUS  
SANCTION UNDER RULE 18(2) OF THE CCS (CONDUCT) RULES, 1964 FOR  
TRANSACTION IN RESPECT OF IMMOVABLE PROPERTY**

1. Name of the Govt. Servant :
2. Scale of pay and present pay :
3. Purpose of application-sanction for transaction/prior intimation of transaction :
4. Whether property is being acquired, or disposal of property :
5. (a) Probable date of acquisition or disposal of the property :
6. Mode of acquisition/disposal :
7. (a) Full details about 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 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 Govt. Servant, particulars of ownership and share of each member :
8. Sale/purchase price of the property (Market value in the case of gifts) :
9. In case of acquisition, source or sources from which financed/proposed to be financed: :
10. 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) :

**FORM FOR GIVING PRIOR INTIMATION OR SEEKING PREVIOUS  
SANCTION UNDER RULE 18(2) OF THE CCS (CONDUCT) RULES, 1964 FOR  
TRANSACTION IN RESPECT OF IMMOVABLE PROPERTY**

11. (a) Name and address of the party with whom transaction is proposed to be 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? :
- (e) 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) :
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 off property as described above from/to the party whose name is mentioned in Item 11 above.

OR

I, \_\_\_\_\_ hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station: \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_\_

Designation \_\_\_\_\_

Note1. In the above form different portions may be used according to requirement.

Note 2. Where previous sanctions are asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

**DOCUMENTS REQUIRED FOR NOTIFICATION OF PURCHASE/SALE  
OF MOVABLE/IMMOVABLE PROPERTY**

**IMMOVABLE PROPERTY:**

Sl No.	SOURCE(S) TO ACQUIRE/DISPOSE	DOCUMENTS REQUIRED TO BE SUBMITTED ALONG WITH RELEVANT FORM
1	GPF Final Withdrawal/Advance  NPS withdrawal	<ul style="list-style-type: none"> <li>○ <b>Sanction letter</b> issued by concerned Admin section</li> </ul>
2	Personal Savings/PPF A/c of self  Cash Payment (max.20,000/-)	<ul style="list-style-type: none"> <li>○ A copy of bank statement/passbook of minimum 03 months on and before the date of transaction and showing relevant debit/credit entries.</li> <li>○ Receipt from Seller/buyer in case of cash payment upto Rs.20,000/- specifying the cash transaction</li> </ul>
3	House Building Advance	<ul style="list-style-type: none"> <li>○ <b>Sanction letter</b> as issued by CAO office</li> </ul>
4	Loan from a Society registered under the Registrar of Society Act	<ul style="list-style-type: none"> <li>○ <b>Sanction letter</b> or Certificate from the Society and</li> <li>○ A copy of bank statement/passbook of minimum 03 months on and before the date of transaction and showing relevant debit/credit entries.</li> </ul>
5	Loan from Relatives/friends etc. (Cheque/Draft/NEFT/RTGS and Cash exceeding Rs.20,000/-)	<ul style="list-style-type: none"> <li>○ <b>Undertaking</b> from the person who gave loan.</li> <li>○ Copy of bank statement/passbook of minimum 03 months on and before the date of transaction, showing relevant debit/credit entries</li> <li>○ A copy of bank statement/passbook on and before the date of transaction and showing relevant debit/ credit entries in case the said cash deposited in the bank account.</li> <li>○ In case of cash transaction, receipt from the seller specifying the cash transaction.</li> </ul>
6	Personal Loan Home loan from Bank Financial institution NBFCs	<ul style="list-style-type: none"> <li>○ <b>Sanction letter</b> from the concerned Bank</li> <li>○ <b>Disbursement letter</b> from the concerned Bank and</li> <li>○ A copy of bank statement/passbook of minimum 03 months on and before the date of transaction and showing relevant debit/credit entries.</li> </ul>
7	Loan against Gold and other precious materials and Gem stones.	<ul style="list-style-type: none"> <li>○ Same as personal loan at Column 6 and</li> <li>○ <b>Mortgage letter</b> or <b>Undertaking</b> from the person who gave loan.</li> </ul>
8	Payment by Spouse	<ul style="list-style-type: none"> <li>○ Copy of bank statement/passbook of minimum 03 months on and before the date of transaction and showing relevant debit/credit entries</li> <li>○ <u>If working spouse-Declaration</u> regarding employment of spouse.</li> <li>○ <u>If non-working/homemaker spouse - Declaration</u> of source of amount.</li> </ul>
9	Sale proceeds of :  Mutual Fund/Securities Shares/Bonds	<ul style="list-style-type: none"> <li>○ A copy of bank statement/passbook of minimum 03 months on and before the date of transaction and showing relevant debit/credit entries</li> </ul>

	surrender/maturity of Insurance policy	<p><u>In case of Mutual Fund/Shares/Securities etc :</u></p> <ul style="list-style-type: none"> <li>○ A Statement from SEBI/Govt. approved agency showing the relevant entries of purchase/sale of MF units/shares etc. on or before the date of transaction and</li> <li>○ <b>Undertaking</b> stating "that DOP&amp;T OM No.F.No.11013/06/2018-Estt.A.III dated 07 Feb 2019 relating to Revision in limit for intimation in r/o transactions in sale and purchase of shares, securities, debentures etc. as per CCS (Conduct) Rules, 1964 has been complied with and Proforma under Rule 18(4) has been submitted" while investing in financial instruments as mentioned in above said OM,</li> </ul> <p><u>In case of Insurance policy :</u></p> <ul style="list-style-type: none"> <li>○ Certificate of purchase and</li> <li>○ Surrender of the policy</li> </ul>
10	Disposal of Property (Immovable/ Movable)	<ul style="list-style-type: none"> <li>○ A copy of bank statement/passbook on and before the date of transaction and showing relevant debit/credit entries</li> <li>○ <b>Sale deed</b></li> </ul> <p><u>In case of property in the name of self/family:</u></p> <ul style="list-style-type: none"> <li>○ Copy of earlier notification at the time of purchase</li> </ul>
11	Acquisition/relinquishment of Amount by way of WILL/court orders etc. by own parents or grandparents etc. or by any third party	<p><u>If by Third party/institution etc :</u></p> <ul style="list-style-type: none"> <li>○ <b>Acquisition/relinquishment deed</b> by the concerned Authority or court order, as the case may be and</li> <li>○ A copy of bank statement/passbook on and before the date of transaction and showing relevant debit/credit entries</li> </ul> <p><u>If by way of WILL by parents/grandparents etc:</u></p> <ul style="list-style-type: none"> <li>○ Copy of WILL and NOC from all relevant parties and</li> <li>○ A declaration that no money has been transacted</li> <li>○ In case of receipt/payment of money, a copy of bank statement/passbook on and before the date of transaction and showing relevant debit/credit entries</li> </ul>
12	Any other source	<ul style="list-style-type: none"> <li>○ Relevant documents related to that source</li> </ul>

Note: Loan taken in the name of Furnishing of land/property etc. is to be deemed as Personal Loan.

In addition to above, the following documents from the buyer/seller are also required:


1. Copy of sale deed/sale agreement
2. Registration documents
3. Payment receipt by the seller/buyer, as the case may be

MOVABLE PROPERTY:

SAME AS IMMOVABLE PROPERTY AND THE FOLLOWING

Copy of RC, Invoice from the seller and receipt of duty paid to State Government etc. in case of vehicle.

CAO/EDP — To upload plz (original copy att)

  
 (डॉ. एस. के. मिश्रा/Dr. S.K. Mishra)  
 उप मुख्या (प्रशा.)/Dy. CAO (Adm.)  
 संयुक्त सचिव एवं मुख्या का कार्यालय  
 Office of JS & CAO  
 रक्षा मंत्रालय, नई दिल्ली-110011  
 Ministry of Defence, New Delhi-110011