

Proforma for giving intimation of Acquisition, Disposal EC Permission for Acquisition /Disposal of Moveable and Immoveable Property.

1. Name of the Govt. Servant:
Designation:
2. His date of joining Govt. Service
3. Particulars of post held and Pay
 - a) Substantive :
 - b) Officiating :
4. Whether the Govt. Servant wants to acquire or dispose of Property. The mode of acquisition/disposal i.e. whether by purchase, sale, gift, mortgage etc.
5. Whether the Govt. servant wants to acquire/dispose of property in his own name or in the name of any member of his family. In the latter case, the name & relationship to the person in whose name the transaction is being made.
6. Nature of Property proposed to be acquired or disposed of, state whether moveable or immoveable.
7. Detailed particulars and distinguishing marks such as make, machine No. etc. of the property.

In case of immoveable property, state the house No., Plot No. etc., and the Place, District in which it is situated .

In case of moveable property, state whether jewellery, Insurance Policy, shares, Securities, Debentures, Loan, Cash, Motor Car, Motor Cycle, other means of conveyance, Refrigerator, Radiograms etc.
8. In case of disposal of Property State:-
 - i) Whether the property has been shown in the Property Return. If not state reasons there for.
 - ii) Whether intimation was given/permission obtained at the time of acquisition. If so, give particulars If not, state reasons.
9. Total amount involved in the transaction (state the purchase/selling price etc.)
10. Source of finance: (in case of acquisition)
 - i) Own savings:
 - ii) Other sources (with detailed)

P.T.O.

11. Was permission or sanction of the appropriate authority obtained where necessary:
Under the rules for instance for taking loan for accepting money from father, mother or other relatives as gift, selling motor Cycle purchased from Govt. advance etc.
12. Full name, occupation & address of the party with whom the transaction has been/it to be made. Alongwith a certificate that the party has no official connection with the applicant/Govt. Servant.
13. Is the transaction being contacted:
 - i) With a person who has had official dealing with the Govt. Servant.
 - ii) Otherwise then through a regular or reputed dealer, state the name complete address of the dealer.
14. State the source of finance and approval of the sanction obtained from Govt. construction of house or its addition and alteration or repairs with the propose outlay involved.
15. If this is an ex-post facto-intimation or request for sanction, state reason for not giving prior intimation or obtaining prior sanction.
16. Date of transaction.
17. Remarks, if any:

I _____ hereby declare that the particulars as given above are correct to the best of my knowledge and belief.

- i) I, Therefore, requested that I may be granted permission to acquire/dispose of the property.
- ii) This is for information under the Govt. employee conduct Rules, 1966.

Dated:
Strike out if not applicable

Signature
Designation
Office