

## FORM-II

### FORM FOR GIVING PRIOR INTIMATION OR SEEKING PREVIOUS SANCTION FOR TRANSACTION IN RESPECT OF MOVABLE PROPERTY

1. Name of the Government Servant :
2. Scale of Pay and Present Pay :
3. Purpose of application sanction for transaction/intimation of transaction :
4. Whether property is being acquired or disposed off. :
5. (a) Probable date of acquisition or disposal of property. :  
  
(b) If the property is already acquired /disposed off. Actual date of transaction. :
6. (a) Description of the property (e.g) for Car/Scooter/Motor Cycle/ Refrigerator/Radio/Radiogram/ Jewellery/Loans/Insurance Policies etc. :  
  
(b) Make, model ( and also Registration number, in case of vehicles) where necessary :
7. Mode of acquisition/disposal (Purchase/Sale,gift, mortgage, lease or otherwise). :
8. Sale/purchase price of the property (Market value in the case of gifts) :

contd...2

9. In case of acquisition, source or sources from which financed / proposed to be financed. :
- a. Personal savings. :
- b. Other sources giving details. :
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). :
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 dealing 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 case of acquisition by gift  
whether sanction is also :  
required under Regulation 43  
of FCI(Staff) Regulations, 1971.
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 No.(11) above.

**O R**

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 :

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- NOTE : 1. In the above, form different portion may be used according to  
requirement.
2. Where previous sanction is asked for, the application should be  
submitted at least 30 days before the proposed date of the  
transactions.