

## FORM – I

**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 and Designation.	
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 disposed of.	
5.	Probable date of acquisition/disposal of 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 Government 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 cases 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.	
(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)	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 case of acquisition by gift, 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 proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station :

Date :

Signature :

Designation :

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Note :1. In the above form, different portions 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 transaction.

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## **FORM I**

### **Form of report/application (for permission) to the prescribed authority for the building of, or addition to, a house**

Sir,

This is to report to you that I propose to build a house/to make an addition to my house.

This is to request that permission may be granted to me for the building of a house/the addition to the house.

The estimated cost of the land and material for the construction/extension are given below:

#### **Land**

- (1) Location (Survey number, village, district, State)
- (2) Area
- (3) Cost

#### **Building Materials Etc.**

- (1) Bricks (Rate/quantity/cost)
- (2) Cement (Rate/quantity/cost)
- (3) Iron and Steel (Rate/quantity/cost)
- (4) Timber (Rate/quantity/cost)
- (5) Sanitary Fittings (Cost)
- (6) Electrical Fittings (Cost)
- (7) Any other special fittings (Cost).
- (8) Labour Charges
- (9) Other charges, if any.

**Total Cost of Land and Building**

\*2 The construction will be supervised by myself/The ..... Will be done by.....@

I do not have any official dealings with the contractor nor did I have any official dealings with him in the past.

I have/had official dealings with the contractor and the nature of my dealings with him is/was as under :

3. The cost of proposed contraction will be met as under :-

Amount

(i) Own savings

(ii) Loans/Advances with

Full details

(ii) Other sources with details.

Yours faithfully,

## FORM II

(Form of report to the prescribed authority after completion of  
the buildings/extension of a house)

Sir,

In my letter No.....dated.....I had reported that I

Permission was granted to me in Order No..... dated.....  
proposed to build a house

for the building of a house. The house has since been completed and I enclose a Valuation Report,  
duly certified to by (A firm of Civil Engineers or a Civil engineer of repute)

2. The cost of construction indicated in the enclosed valuation report was financed as under  
:-

Amount

(i) Own Savings

(ii) Loans/Advances with  
details

Yours faithfully,

(Signature)

Date :

(Note :- Variations, if any, between the figures given above and the figures given in Form I may  
be explained suitably)

## VALUATION REPORT

I/We hereby certify that I/We have valued House(Here enter details of the house).....constructed by Shri/Shrimati.....and I/We give below the value at which we estimate the cost of the house under the following heading :-

Headings Cost (in ₹)

1. Bricks
2. Cement
3. Iron and Steel
4. Timber
5. Sanitary Fittings
6. Electrical Fittings
7. Any other special fittings
8. Labour Charges
9. Other charges, if any.

.....  
Total cost of the building\_\_\_\_\_

(Signature of the Valuation authority)

Date :