

**PROFORMA FOR OBTAINING PERMISSION UNDER RULES No.18 OF THE CCS (CONDUCT)  
RULES 1964 FOR PURCHASE OF IMMOVABLE/MOVEABLE PROPERTY**

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While filling up this form, delete the words which are not applicable. Also give the appropriate answer to each question/item. Date and dashes are not to be used.

1. Name of the Government servant  
(IN BLOCK LETTERS)
2. Date of joining Government Service
3. (a) Substantive grade/post  
(b) Date of confirmation  
(c) Scale of Pay  
(d) Substantive Pay
4. (a) Officiating grade/post held at present if any present, if any  
(b) Date from which continuously officiating in the present grade/post  
(c) Scale of Pay  
(d) Present pay drawn
5. Whether the application/intimation is in respect of acquisition/disposal of property, and what is the nature of property.
6. If the property has already been acquired/disposed off, the actual date of the transaction.
7. In the case of immovable property  
(a) Full details about its location, viz. Municipal No., Street/Village, Taluka, District and State in which situated.  
(b) Description of the property, in the case of cultivable land, dry or garden land.  
OR  
(c) Whether freehold or leasehold  
(d) Whether the applicant's interest in the Property is in full or in part. (In case of partial interest, the extent of such interest must be indicated).  
(e) Mode of acquisition/disposal (Purchase/sale, gift, mortgage, lease or otherwise).
8. In case of moveable property :-  
(a) Description of the property (e.g.) 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,

NOTE: The appropriate local office will be used.  
Date: \_\_\_\_\_  
Station: \_\_\_\_\_

- 9. Sale/Purchase price of the new property (Market value in the case of gifts) :
- 10. In case of acquisition, source or sources from which financed/proposed to be financed :-
  - (a) Personal savings :
  - (b) Other sources giving details :
- 11. 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) :
- 12. (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 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 ? :
- 13. Was/Is the transaction made/proposed to be made through a regular or reputed dealer? If so, name and address of the dealer. :
- 14. Any other relevant facts 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 12 above.

OR

I, \_\_\_\_\_ hereby intimate the acquisition/disposal of property by me as detailed above through the dealer whose address is furnished against item 13. I declare that the particulars given above are true.

Station :

Signature :

Date :

Designation :

NOTE : The appropriate declaration will be used. The one not applicable will be struck out.