

Form for giving **PRIOR INTIMATION / SANCTION** under rule 18 (2) of the
RS (Conduct) Rules, 1966 for transaction in respect of Immovable Property
(Tick the relevant portion)

1	Name, Designation and Office	
2	Present pay & Level (7 th CPC)	
3	Whether property is being acquired / disposed off	acquired / disposed off
4	Probable date of acquisition / disposal of property	
5	Mode of acquisition / disposal (Gift/Mortgage/Lease or otherwise, through media/ advertisement/ relative/friend/pamphlet etc)	
6	a) Description of the property b) Full details about location c) Whether freehold/lease hold d) Whether the applicant's interest in property is in full or part (in case of partial interest the extent of such interest and the details of other members must be indicated) e) In case the transaction is not exclusively in the name of the Railway servant, particulars of ownership and share of each member	Ready built house / Flat / House construction / Plot / Agriculture land / Commercial property/ others Survey No. Area. House No. Name of Street Station Taluk and Dist., State Freehold / lease hold Full / Part
7	Anticipated Sale/Purchase Price of the property (market value in the case of gifts)	Rs.
8	In case of acquisition, sources of Finance/proposed to be financed a) Provident fund b) Personal Savings c) Loan from Bank / Financial Institutions d) Loan from others e) Any other sources with details	Rs. Rs. Rs. Rs. Rs.

NOTE

1. If the Railway Servant has official dealings with the party with whom the transaction is made, then **prior sanction** has to be obtained.
2. If there is no official dealings with the party with whom the transaction is made then he should apply for **prior intimation**.

9	In case of disposal of property whether the property was noted in the records of Government / prior sanction obtained from the Government before acquisition	YES / NO
10	<p>a) Name and address of the party with whom transaction is proposed to be made.</p> <p>b) Is the party related to the applicant? If so, state the relationship?</p> <p>c) Did the applicant have any dealings with Party in his official capacity at any time or is the applicant likely to have any dealings with him in the near future.</p> <p>d) How was the transaction arranged (whether through any statutory body or through Friends and relatives or a Private Agency or through advertisement.</p>	YES / NO
11	In case of acquisition through Gift whether sanction is also required under rule 13 of the RS (Conduct) Rules, 1966, if yes furnish the details of gift.	
12	Any other relevant fact which the applicant may like to declare.	

Signature of the applicant
Name, Designation & office in which working

Note:

1. The applicant need not submit any documents initially in support of the information furnished in the application.
2. Once the sale/purchase has been effected or property has been registered, then the Railway servant should apply again in Annexure – IIIB within one month of the date of agreement or registration for noting the transaction in official records and submit the documents duly enclosing a copy of the earlier application.
3. The Railway servant is required to furnish the details with reasons for any deviation from the information furnished in the original application, in respect of cost, source of funds etc.,

DECLARATION

I, _____ (Name) _____ (Designation) hereby declare that the particulars given above are true. I request that I may be given sanction to acquire/dispose of the immovable property as described above from / to the party whose name is indicated in 10(a) above.

Station:

Signature:

Name:

Date:

Designation:

Office: