Form for giving <u>INTIMATION</u> for noting under Rule **18 (3) of the**RS (Conduct) Rules, 1966 for transaction in respect of movable Property

1	Name of the Railway servant Designation and Office	
2	Present pay & Level (7 th CPC)	
3	Whether property is being acquired or disposed off	
4	Date of acquisition / disposal	
5	a) Description of property	Car / Scooter / Motor Cycle / Refrigerator / LCD/LED TV / Jewellery / Loans / Any other (please specify)
	 b) Make, Model (and also registration number in case of vehicle) where applicable 	
6	Mode of acquisition / disposal (Gift/ Mortgage/Lease or otherwise, through media/ advertisement/ relative/friend/ pamphlet etc)	
7	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.
9	In case of disposal of property was requisite sanction / intimation obtained / given for its acquisition	YES / NO
10	a) Name and address of the party with whom transaction is proposed to be made / has to be made.	YES / NO
	b) Is the party related to the applicant?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.	YES / NO
	d) Nature of official dealings with the party	
	e) How was the transaction arranged (whether through any statutory body or Private Agency, through advertisement or through friends and relatives ,full particulars to be given)	

11	In case of acquisition by gifts whether sanction is also required under Rule 13 of the RS (Conduct) Rules, 1966.	
12	Any other relevant fact which the applicant may like to declare.	

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

Station:

Date:

Note:

The applicant should intimate the transaction to the administration within one month from date of transaction for noting in the official records.