

**FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS
SANCTION UNDER RULE 18(2) OF THE RAILWAY SERVICE CONDUCT
RULES, 1966 FOR**

TRANSACTION IN RESPECT OF IMMOVABLE PROPERTY.

1	Name & Designation & office	
2	Date of Birth	
3	Rate of Pay in Pay band & Grande Pay	
4	Purpose of application sanction for transaction / prior intimation of transaction	
5	Date of Appointment	
6	Whether property is beinbg acquired or disposed off.	
7	Probable date of acquisition/disposal of property.	
8	Mode of acquisition / disposal	
9	a) Full details about location viz. Municipal No. Street / Village / Taluka / District / State in which situated (copy enclosed of consent / allotment letter / purchase / deed / sale deed.	
	b) Whether free hold or leasehold	
	c) Description of the property in the case of cultivable land, dry or irrigated land	
	d) Whether the applicant's interest in the property is full or part (In case of partial interest the extent of such interest mut be inicated)	
	e) In case the transaction is not exclusively in the name of the Govt. servant particulars of ownership & share of each member.	
10	Sales . purchase price of the property (Market value in the case of gifts)	

11	In case of acquisition, source or sources from which finance / proposed to be financed.	
	i) Personnel savings (giving breakup details)	
	ii) PF Withdrawal	
	iii) Advance from Railways	
	iv) Other Sources (give details)	
12	In the case of disposal of property has requisite sanction / intimation obtained / given for its acquisition? (Give copy of the sanctions)	
13	(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 advt. or through friends & relatives. Full particulars to be given)	
14	In case of acquisition by gift whether sanction is also required under Rule 13 of CCS (Conduct) Rules, 1966	
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 the immovable property as described above from / to the party whose name is mentioned in Item No. 11 above.

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 : _____ Design : _____

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 transaction.

**CHECKLIST FOR NOTING OF TRANSACTIONS OF PURCHASE OF
IMMOVABLE / MOVABLE PROPERTY UNDER RULE 18 (2) OF RAILWAY
SERVICE (CONDUCT) RULES 1966.**

- Application to be filled in proper format i.e. FORM –I in application date / place be mentioned & signed by applicant.
- Copy of Agreement / Sale / deed allotment letter / Consent letter from builder / Seller.
- Loan sanction letter if taken from Bank / Finance institution indicating the EMI.
- Original written consent of the relative / friends with his full address, indicating relationship with details of Cheque / DD etc.
- Estimate Cost, Area certificate from Regd. Engineer / Architect.
- Documents in support of gift from relative if any.
- If P.F. withdrawal, declaration regarding withdrawal is not taken for purchase of flat / House earlier. Copy of P. F. balance passes Book.
- Copy of last month pay slip.
- Documents in support of personal savings i.e. up dated bank account Passbook / Bank statement / FD/ Mutual Fund, Xerox showing personal saving as mentioned in the application.
- Receipt of copy of purchase of immovable / Movable property.
- Copy of letter of noting of transaction earlier if any.
- Price / Cost of the property may clearly be mentioned in case of gift / purchase or sale.
- Total cost of the transaction.
- All the Xerox copies may be submitted duly self attested by the Gazetted officer concerned.
- Other IPR (Immovable Property returns).