

Check List – Purchasing of Immovable Property.

As per Conduct Rule no.18 , each Railway servant should inform to Administration regarding purchasing / disposal of Immovable property. Following documents/ certificates should be enclosed along with application for permission to acquire immovable property.

Sr. No.	List of documents /certificates
1	Annexure- III –Standard Proforma
2	Extracts of Property, Sanctioned plan of house/ flat by corporation.
3	Sale Deed, Copy of registration, Allotment documents of Immovable property.
4	Source of amount to be utilised in purchasing the immovable property, Bank statement for proposed cost & stamp duty & registration fees including personal savings, loans & Gift etc.)
5	Affidavit for loan/ Gift from Individual.
6	Bank statement of payment / advance payment done to seller/ Builder.
7	Bank 's sanction of loan amount for purchasing the immovable property
8	If property is to be purchased jointly, the particulars of joint members & loan sanction letter from concerned bank in the name of all members is to be submitted.

.Note- All copies of documents should be self attested by the applicant.

Copy of Annexure –III is given below.

Annexure-III

Form for seeking NOTING THE TRANSACTION under rule 18 (2) of the RS (Conduct) Rules, 1966 for transaction in respect of Immovable Property

1	Name, Designation and Office	
2	Present pay & Level (7th CPC)	
3	Whether property is being acquired / disposed off	
4	Date of acquisition / disposal of property	
5	Mode of acquisition / disposal (Gift/Mortgage/Lease or otherwise, through media/ advertisement/ relative/friend/ pamphlet etc)	
6	<p>a) Full details about location viz., House No., Street / Village, Taluk, Dist and Station in which situated</p> <p>b) Description of the property in the case of (Flat / Ready built house / House construction / plot / agriculture land / dry land etc.)</p> <p>c) Whether freehold/lease hold</p> <p>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)</p> <p>e) In case the transaction is not exclusively in the name of the Railway servant, particulars of ownership and share of each member</p> <p>f) Sale/Purchase Price of the property (market value in the case of gifts) (Agreement / Registration Certificate to be enclosed)</p>	
7	<p>In case of acquisition, sources of Finance/proposed to be financed</p> <p>a) Provident fund</p> <p>b) Personal Savings</p> <p>c) Loan from Bank / Financial Institutions</p> <p>d) Loan from others</p> <p>e) Any other sources with details</p>	
8	In case of disposal of property whether required noting of transaction/ prior sanction was done by	

	Government earlier for its acquisition (a copy of the memorandum / letter should be attached)	
9	<p>a) Name and address of the party with whom transaction has been 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. Particulars to be given)</p>	
10	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.	
11	Any other relevant fact which the applicant may like to declare.	

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DECLARATION

I, _____ (Name) _____ (Designation) hereby declare that the particulars given above are true. I request that I may be given sanction for noting the transaction / prior sanction to acquire/dispose of property as described above from / to the party whose name is indicated in 9(a) above.

Station:

Signature:

Name:

Date :

Designation:

Office:

Note:

The applicant should submit the supportive documents for information furnished at Column No. 6, 7, 8, 9 & 10 invariably.