

Form for seeking **PRIOR SANCTION** under **rule 18 (A) 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 <sup>th</sup> CPC)	
3	Whether property is being acquired or disposed off	
4	a) Probable date of acquisition or disposal of property  b) If the property is already acquired / disposed of state actual date of transaction	
5	a) Description of property (e.g) Car / Scooter / Motor Cycle / Refrigerator / Radio / Radiogram / Jewellery / Loans / Insurance Policy etc.  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	Anticipated Sale / Purchase price of the property (Market value in the case of gifts)	
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	
9	In case of disposal of property, was requisite sanction / intimation obtained / given for its acquisition (a copy of the sanction / acknowledgement should be attached)	

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9	<p>a) Name and address of the party with whom transaction is proposed to be made / has to be made.</p> <p>b) Is the party related to the applicant?</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) Nature of official dealings with the party.</p> <p>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)</p>	
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.	

**DECLARATION**

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

Station:

Signature:

Name:

Date:

Designation:

Office:

**Note:**

The applicant should submit the supportive documents for information furnished at Column No. 5, 7, 8, 9, 10 & 11 invariably.