

**FORM IV A**

( Rule 19.1/19.3 )

Form for giving prior intimation or Seeking Previous sanction in respect of immoveable property.

- 1 Name and designation :
- 2 Scale of pay and present pay :
- 3 Purpose of application -  
Sanction for transaction/prior intimation  
of transaction :
- 4 Whether property is being acquired or disposed of :
- 5 Probable date of acquisition/disposal of property :
- 6 Mode of acquisition/disposal :
- 7 (a) Full details about location viz. Municipal No ;  
Street/Village/Taluk District and state in ;  
which situated ;  
(b) Description of the property, in the case of ;  
cultivable and, dry or irrigated land. ;  
(c) Whether freehold or leasehold ;  
(d) Whether the applicant's interest in the property ;  
is in full or part (in case of partial interest the ;  
extent of such interest must be indicated. ;  
(e) in case the transaction is not exclusively in the ;  
name of the Employee, particulars of ownership ;  
and share of each member. ;
- 8 Sale/Purchase prices of the property ( Market value in ;  
The case of gifts ) ;
- 9 In case of acquisition sources or sources from ;  
which finance/proposed to be finance ;  
(a) Personal savings ;  
(b) Other sources giving basis ;
- 10 In the case of disposal of property was requisite sanction ;  
intimation obtained/given for its acquisition ? ;  
( A copy of the sanction/acknowledgement ;  
should be attached ) ;
- 11 (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 advertisement or through friends and  
relatives, full particulars to be given.)

(2) 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 property as  
described above from/to the party whose name is mentioned in item 11 above.

**OR**

I hereby intimate the process of acquisition/disposal  
of property by me as details above. I declare that the particulars given above are true.

Station :

Signature :

Date :

Designation :

Note 1 - In the above form different portions may be used according to requirement.

Note 2 - Where previous sanction is asked for, the application should be submitted at least 30 days  
before the success date of the transaction.