

FORM - IV B

(Rule 19.2/19.3)

Form for giving intimation or seeking previous sanction for transaction in respect of movable property.

- 1 Name of the employee
- 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 a) Probable date of acquisition/disposal of property
b) If the property is already acquired/disposed of actual date of transaction ;
- 6 a) Description of the property (e. g.) Car/Scooter/ Motor Cycle Radiogram/Jewellery/Loans/Insurance policies etc.
b) Make Model (and also Registration No. in case of vehicles) where necessary
- 7 Mode of acquisition/disposal (purchase/sale/gift/ Mortgage leaseor otherwise)
- 8 Sale/purchase price of the property (Market value in the (Market value in the case of gifts)
- 9 In case of acquisition, sources from which financed proceed to be financed
 - a) Personal savings
 - b) Other sources giving details
- 10 In the case of disposal of property, was requisite. Sanction/ intimation obtained/given for its acquisition (a copy of sanction/acknowledgement should be attached)
- 11 a) Name and address of the party with whom transaction is proposed to be made / has been 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 anytime or is the applicant

likely to have any dealings with him in the near future ?

d) Nature of official dealings with the party

e) How was the transaction arranged ? (whether through any statutory body or a private agency through advertisements or through friends and relatives (full particulars to be given)

12 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 acquisition/disposal of property by me as detailed 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.

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