

FORM IV B
(Rule 19.2/19.3)

Form for giving prior intimation or Seeking Previous sanction for transaction in respect of movable Property.

1. Name of the Employee :
2. EIS No :
3. Scale of pay and present pay :
4. Purpose of application –
Sanction for transaction/prior intimation
of transaction :
5. Whether property is being acquired or disposed of :
6. (a) Probable data of acquisition/ disposal of property :
(b) If the property is already acquired/ disposed of
Actual date of transaction :
7. (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 :
8. Mode of acquisition/ disposal (purchase/sale/gift/
Mortgage lease or otherwise) :
9. Sale/Purchase price of the property(Market value
in the case of gifts) :
10. In case of acquisition, sources from which financed
proceed to be financed :
(a) Personal savings :
(b) Other Sources giving basis :
11. 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) :
12. (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 anytime or is the applicant likely to have 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) :
- 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 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.