

Form for Annual Immovable Property Return

Name of Officer (in full) and service

And the officer belongs _____

1. Present Post :
2. Present Pay : Rs.

Name of District, Sub Division, Taluk, Village in which property is situated	Name & detail of property Housing & lands, other buildings	Present value	If not in own name state in whose name held & his/her relationship to the Govt. servant	How acquired whether purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition & name with details of persons from whom acquired	Annual income from the property

Signature.....

Designation.....

Form for giving prior intimation or seeking previous sanction under Rule 18(2) of the CSS (Conduct) Rules, 1964 for transaction in respect of immovable 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 off :
5. Probable date of acquisition / disposal of property :
6. Mode of acquisition / disposal :
7. (a) Full detail about location viz., Municipal no., Street, Village, Taluk, District & State in which situated : *Copy of possession letter / Sale deed is to be attached*
- (b) Description of the property in the case of cultivable land, dry or irrigated land :
- (c) Whether freehold or leasehold :
- (d) Whether the applicant's interest in the property is 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 Govt. servant, particulars of ownership & share of each member :
8. Sale / Purchase price of the property (Market value in case of gifts) :
9. In case of acquisition sources from which financed / proposed to be financed : *Copies of documentary evidence of source of finance is to attached*
- (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 the sanction / acknow-
 -ledgement 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 dealing 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 friend and relatives. Full
 particulars to be given)
12. In case of acquisition by gift, whether :
 Sanction is also required under Rule 13
 Of the CCS (Conduct) Rules, 1964
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 off property as described
 above from / to the party whose name is mentioned in item 11 above.

(OR)

I, hereby intimate the proposed acquisition / disposal off
 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.

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

Form for giving intimation or seeking previous sanction under Rule 18(3) of the CSS (Conduct) Rules, 1964 for transaction in respect of movable Property.

1. Name of the Government Servent :
2. Scale of Pay and Present Pay :
3. Purpose of application sanction for transaction / intimation of transaction :
4. Whether property is being acquired or disposed off :
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/Refrigerator/Radio/jewellery/Loans/ Insurance policies etc.) :
- (b) Make, Model (and also registration no. in case of vehicles), where necessary : *Copy of Registration Certificate is to be attached.*
7. Mode of acquisition / disposal (purchase / sale Gift, mortgage, lease or otherwise) :
8. Sale/Purchase price of the Property (Market value in the case of gifts) : *Copy of invoice is to be attached*
9. In case of acquisition, source or sources from which financed / disposed to be financed : *Copies of documentary evidence of source of finance is to be attached*
 - (a) Personal Savings with full details :
 - (b) Other source giving details along with documentary evidences :
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 dealing 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 friend and relatives. Full particulars to be given)

12. In case of acquisition by gift, whether Sanction is also required under Rule 13 Of the CCS (Conduct) Rules, 1964 :

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

(OR)

I, hereby intimate the proposed acquisition / disposal off property by me as detailed above. I declare that the particulars given above are true.

Station :

Signature :

Date :

Designation :

Note : 1.In the above from, different portions may be used according to requirement.

2.Where previous sanction is asked for, the applicant should be submitted at least 30 days before the proposed date of the transaction.