

**Form for giving intimation or seeking previous sanction under Rule  
18(3) for transaction in respect of movable property**

1. Name of the Government servant .....
2. Scale of pay and present pay .....
3. Purpose of applications — Sanction for transaction /intimation of transaction .....
4. Whether property is being acquired or disposed of .....
5. (a) Probable date of acquisition or disposal of property .....
- (b) If the property is already acquired/disposed of — Actual date transaction .....
6. (a) Description of the property (e.g., Car/Scooter/Motor Cycle/Refrigerator/Radio/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, lease or otherwise) .....
8. Sale/purchase price of the property (Market value in the case of gifts) .....
9. In case of acquisition, source or sources from which financed/proposed 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 the 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 any time, 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. In the case of acquisition by gifts, whether sanctions is also required under Rule 13 of the CCS (Conduct) Rules, 1964 .....
13. Any other relevant fact which the applicant may like to mention .....

FORM VI

[ See Government of India's Decision (1) below Rule 21 ]

Application form for an advance for the purchase of  
Motor Car/Motor Cycle/Personal Computer

1. Name of Applicant
2. Applicant's designation
3. District and Station
4. Basic Pay
5. Anticipated price of Motor Car/Motor Cycle/Personal Computer ...
6. Amount of advance required
7. Date of superannuation or retirement or date of expiry of contract in case of a contract officer
8. Number of instalments in which the advance is desired to be repaid
9. Whether advance for similar purpose was obtained previously and if so—
  - (i) date of drawal of the advance
  - (ii) the amount of advance and/or interest thereon still outstanding, if any
10. Whether the intention is to purchase—
  - (a) a new or an old Motor Car/Motor Cycle/Personal Computer
  - (b) if the intention is to purchase Motor Car/Motor Cycle/Personal Computer from a person having official dealings with the Government servant, whether previous sanction of the competent authority has been obtained as required under Rule 18 (3) of the Central Civil Services (Conduct) Rules, 1964
11. Whether the officer is on leave or is about to proceed on leave—
  - (a) The date of commencement of leave
  - (b) The date of expiry of leave
12. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the Motor Car/Motor Cycle/Personal Computer within one month from the date of drawal of the advance?
13. (a) Certified that the information given above is complete and true.  
(b) Certified that I have not taken delivery of the Motor Car/Motor Cycle/Personal Computer on account of which I apply for the advance, that I shall complete negotiations for the purchase of pay finally and take possession of the same before the expiry of one month from the date of drawal of the advance.

Signature of the Applicant.

Date:

## 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:**



UNDERTAKING

I do hereby undertake to refund the Computer Advance alongwith Interest accrued thereon taken by me in the event of my resignation/ superannuation.

Dated Shillong

The \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Bank of Baroda a/c No \_\_\_\_\_

Police Bazar/Mawdiangdiang Branch, Shillong