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entral Railway

EAST CENTRAL RAILWAY
FORM -II

**Form for giving intimation or seeking previous sanction under Rule 18(3) of the
Railway Service (Conduct) Rule, 1966 for transaction in respect of movable property.**

1. Name of the Government servant :
2. Designation and Station :
3. Scale of pay and present pay & Grade Pay :
4. Purpose of application - sanction for transaction/intimation of transaction :
5. Whether property is being acquired or disposed of. :
6. (a) Probable date of acquisition or 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/Refrigerator /Radio/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, source/or sources from which financed, proposed to be financed :-
(a) Personal savings :
(b) Other sources giving details :
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/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. :
- (f) 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).
13. In the case of acquisition by gifts, whether :
sanction is also required under Rule 13 of
the Railway Service(Conduct) Rule, 1966.
14. 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 required in item II 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.
2. Where previous sanction is asked for, the application should be submitted at
least 30 days before the proposed date of the transaction.

No..... Dated.....

Forwarded to the Chief Personnel Officer/East Central Railway/Hajipur for intimation or seeking
previous sanction of the competent authority/ of the Board/ for information. The particulars of
the above officer is true and bonafide transaction in terms of letter No. E(D&A)60GSI-5 dated
17.03.69 is certified.

Officer

Signature & Seal of the Concerned Forwarding