



# भारतीय विदेश व्यापार संस्थान

(मानित विश्वविधालय)

बी-21, कुतुब इंस्टीटयुशनल एरिया, नई दिल्ली-110016

**INDIAN INSTITUTE OF FOREIGN TRADE**

**(Deemed to be University)**

B-21, Qutub Institutional Area, New Delhi – 110016

## FORM-I

**Form for giving prior intimation or seeking previous sanction under Rule 18 (2) of the CCS (Conduct) Rules, 1964 for transaction in respect of immovable property.**

(Please read the filling up instructions before the form)

1. Name of Government Servant: \_\_\_\_\_
  - a) Designation : \_\_\_\_\_
  - b) Service to which belongs : \_\_\_\_\_
  - c) Employee No./ Code No. : \_\_\_\_\_

2. Scale of Pay and Present Pay : \_\_\_\_\_

3. Purpose of application : \_\_\_\_\_

4. Whether property is being acquired or disposed of : \_\_\_\_\_

5. Probable date of acquisition/ disposal of property : \_\_\_\_\_

6. (a) Mode of acquisition : \_\_\_\_\_  
(b) Mode of disposal : \_\_\_\_\_

7. Description of Property:

Full details about location	Description of Property	Whether freehold or leasehold	Whether applicant's interest in the property is in full or part	Ownership of the property	Sale/ Purchase price of the property
(a)	(b)	(c)	(d)	(e)	(f)

8. In case of acquisition, source or sources from which financed/ proposed to be financed : \_\_\_\_\_

9. In the case of disposal of property, obtained/was requisite sanction/ given for its acquisition (A copy of the sanction/ acknowledgement should be attached) : \_\_\_\_\_

10. Details of the Parties with whom transaction is proposed to be made:

Name and address of the party with whom transaction is proposed to be made	Is the party related to the applicant? If so, state the relationship	Did the applicant have any official dealing with the parties?	How was the transaction arranged?
(a)	(b)	(c)	(d)

11. In case of acquisition by gift, whether sanction is also required under Rule 13 of CCS (Conduct) Rules, 1964? : \_\_\_\_\_

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 proposed acquisition/ disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:

Date:

Signature:  
Name:  
Designation: