



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-II

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

Acquisition or disposal	Date of acquisition or disposal	Details of Property	Mode of acquisition or disposal	Whether the 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)	(g)

5. In case of acquisition, source or sources from which financed/ proposed to be financed : _____
6. 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) : _____

7. Details of the Parties with whom transaction is proposed to be made/ has been made:

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

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

: _____

9. 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 7 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: