

**Annexure-IV**

**Application form for intimation/seeking sanction in respect of transaction/proposed transaction in immovable/ movable property.**

(While filling up the form delete which is not applicable. Also give the appropriate answer to each question/item).

1. Name of the employee & Emp. No. :.....
2. Date of joining service :.....  
(post and scale of pay)
3. Present i) Designation :.....  
ii) Scale of pay:.....  
iii) Annual Gross Salary:.....
4. Whether the property in question is to be sold or purchased :.....
5. Value of Property  
a) at the time of purchase :.....  
b) at the time of disposing off :.....  
c) owner of property & relationship with owner in case of b above (self/wife/son/daughter) :.....
6. Reason for Disposal/Acquiring of property:.....
7. In the case of immovable property :-  
(a) Full details about its location : .....  
Municipal No. : .....  
Street/Village : .....  
Taluk : .....  
District : .....  
State in which situated : .....  
(b) Description of the property in : .....  
the case of cultivable land  
dry or garden land.

- c) Whether freehold or leasehold : .....
  - d) Whether the applicants interest : .....  
in the property is in full or in part.
  - e) Mode of acquisition/disposal : .....  
(Purchase/sale, gift, mortgage,  
lease or otherwise.)
8. In case of movable property: -
- (a) Description of the property (Vehicle/Jewellery/Loans/ insurance policies  
etc.) : .....
  - (b) Make / Model (and also registration No.....  
in case of vehicles) where necessary.
9. Sale/Purchase price of the new property : .....
10. In cases of acquisition, source or sources from which financed/proposed to be financed:-
- (a) Personal Savings : .....
  - (b) other sources giving details. : .....  
.....  
.....  
.....
11. In case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition (A copy of the sanction/ acknowledgment 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 dealing : .....  
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?
- 13 Was/is the transaction made/proposed : .....  
to be made through a regular or reputed

dealer? if so, full name and address of the dealer.

14 Any other relevant facts 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 12 above.

OR

I ..... here by intimate the acquisition/disposal of property by me as detailed above through the dealer whose address is furnished against item 12. I declare that the particulars given above are true.

**Station:**  
**Date:**

**Signature**  
**Designation**

NB. The appropriate declaration will be used. The one not applicable will be struck out.

**Incharge establishment Corporate/Project.**