



**प्रधान निदेशक लेखा परीक्षा (केंद्रीय) चेन्नै का कार्यालय**

लेखा परीक्षा भवन, 361, अण्णा सालै, तेनामपेट, चेन्नै - 600 018.

**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL)**  
Chennai

"Lekha Pariksha Bhavan", 361, Anna Salai, Teynampet, Chennai - 600 018.

**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.

Sl. No	Particulars	
1.	Name of the Government Servant with residential address	
	(a) Designation	
	(b) Service to which belongs	
	(c) Employee No./Code No.	
2	Pay Level and Present Pay	
3	Purpose of application Sanction for Transaction or Prior Intimation of Transaction	
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:-	
	Mode of acquisition / disposal ie., Whether Purchase /Sale / Gift/Mortgage /Lease or otherwise should be mention	



7. Description of Property:-						
Full Details about location (Municipal No., Street/Village, Taluk, District and State in which the property is situated.)	Description of Property (Type of Property: Housing and other buildings or Lands)	Whether free hold or lease hold	Whether applicant's interest in the property is in full or part (in case of partial interest extent of such interest must be indicated)	Ownership of the property (in case transaction is not exclusively in the name of the Government servant, particulars of ownership and share of each member may be given)	Sale / Purchase price of the property (Market value in case of gifts)	
A	B	C	D	E	F	
8.	In case of acquisition, source or sources from which financed/ proposed to be financed (a) Personal Savings or (b) Other source giving details					
9.	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):					
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? (Yes or No)					
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:

Signature:

Date:

Name:

Designation: