

Checklist

For giving prior intimation or seeking previous sanction in respect of Immovable property

Sl.No.	Items	Checklist
01	Duly filled Application for giving prior intimation or seeking previous sanction in respect of Immovable property by Executives	Check
02	Date of Application	___/___/20__
03	Date of Forwarding Application	___/___/20__
04	Probable Date of Acquisition of Property	___/___/20__
05	Whether application submitted at least 30 days before the success date of the transaction.	
06	Copy of Agreement / Copy of sale deed(previous), if any	
07	Source of Finance Copy of Passbook Copy of Bank Loan Copy of Other source of Finance	
	Total Amount of Property	
08	Copy of Latest Annual Property Return (APR)	Check Date of Filing APR Year

Checked By:-

Name:-

Designation:-

Area/Unit:-

FORM IV A
(Rule 19.1/19.3)

Form for giving prior intimation or Seeking Previous sanction in respect of Immovable property.

1. Name, Designation & EIS .No. :
2. Scale of pay and present pay :
3. Purpose of application -
Sanction for transaction/prior intimation
of transaction. :
4. Type of Property (Flat / Land) :
5. Total Area :
6. Whether property is being acquired or disposed of :
7. Probable date of acquisition/disposal of property :
8. Mode of acquisition/disposal:
9. (a) Full details about location viz.Municipal No.
Streat/Village/Taluk District and state in
which situated. :
- (b) Description of the property, in the case of
cultivable and, dry or irrigated land. :
- (c) Whether freehold or leasehold :
- (d) Whether the applicant's interest in the property
is in full or part (in case of partial interest the
extent of such interest must be indicated.)
- (e) In case the transaction is not exclusively in the
name of the Employee, particulars of ownership
and share of each member.
10. Total cost of the property (Market value in
the case of gifts). :
11. In case of acquisition, sources or sources from
which finance/proposed to be finance. :
 - (a) Personal savings (copy of bank passbook) :
 - (b) Other sources giving basis :
 - (c) Consent Letter of Financier :
 - (d) Repayment mode / EMI details :
 - (e) Earlier loan details (if any) with EMI details :

12. 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). :
13. (a) Name and address of the party with whom transaction in proposed to be made :
(b) Is the party related to the Applicant ? :
If so, state the relationship :
(b) 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 ? :
(c) 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.) :
14. Any other relevant fact which the applicant may like to mention :
15. Details of Immovable Property held by you till date :
(Enclose a separate sheet, if required)

DECLARATON

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

Station :

Signature :

Date :

Designation:

Forwarded by :

Signature of Controlling Officer with seal

Note 1 - In the above form, different portions may be used according to requirement.

Note 2 - Where permission / sanction is asked for, the application should be submitted at least 30 days before the success date of the transaction.