

Checklist

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

Sl.No.	Items	Checklist
01	Duly filled Application for giving prior intimation or seeking previous sanction in respect of Movable property by Executives	Check
02	Date of Application	___/___/20__
03	Date of Forwarding Application	___/___/20__
04	Probable Date of Acquisition of Property	___/___/20__
05	Copy of Invoice / Quotation	
06	Source of Finance Copy of Passbook Copy of Bank Loan Copy of Other source of Finance	
	Total Amount of Property	
07	Details of Movable property held till date, if any	

Checked By:-

Name:-

Designation:-

Area/Unit:-

FORM – IV B

**Form for giving intimation or seeking previous sanction for transaction
in respect of movable property.**

1. Name of the Employee, Design. & EIS No. :
2. Scale of pay and present pay :
3. Purpose of application – Sanction for transaction/
Prior intimation of transaction :
4. Whether property is being acquired or disposed of :
5. (a) Probable date of acquisition/disposal of Property :
If the property is already acquired/disposed of :
Actual date of transaction:
6. (a) Description of the property: :
(b) Price :
(c) Source of money in case of purchase :
(e.g. saving, loan, gifts)
(d) Name with details of person/persons from :
/ to whom article is acquired / disposed of
(e) Date of acquisition/ disposal of property :
(f) Name & address of dealer (if any) :
through whom transaction conducted
(e) Remarks if Any :
- Any other relevant fact which the applicant may like to mention :
7. Details of Movable Property held 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 6(f) 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 for sanction is asked for, the application should be submitted at least 30 days before the success date of the transaction.