



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009
(FORMERLY DELHI COLLEGE OF ENGINEERING)
SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

Form for giving intimation or seeking previous sanction under Rule 18(3) for transaction in respect of Movable Property

{G.I. Dept of Per. & Trg. OM NO. 11013/11/85-Ests(A), dated the 23rd June, 1986}

1.	Name of the Government servant	
2.	Pay Band, Pay in Pay Band & Grade Pay	
3.	Purpose of application – Sanction for transaction/intimation of transaction	
4.	Whether property is being acquired or disposed of	
5.	(a) Probable date of acquisition or disposal of property (b) If the property is already acquired/ disposal of – Actual date of transaction	
6.	(a) Description of the property (e.g. Car/Scooter/Motor Cycle/Refrigerator/ Radio/Radiogram/Jewellery/Lands/ insurance /Policies, etc. (b) Make, model (and also Registration No. in case of vehicles), where necessary	
7.	Mode of acquisition/disposal (purchase/ sale, gift, mortgage, lease or otherwise)	
8.	Sale/Purchase price of the property (market value in the case of gifts)	
9.	In case of acquisition, source or sources form which financed/ proposed to be financed — (a) Personal savings (b) Other sources giving details	
10.	In the case of disposal of property, was requisite sanction /intimation obtained/ given for its acquisition (a copy of the sanction/acknowledgment should be attached)	

11.	(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 dealings with the party in his official capacity a any time, or is the applicant likely to have any dealing with him in the near future? (d) Nature of official dealing with the party. (e) How was the transaction arranged? (Whether through any statutory body or a private agency through advertisements or through friends and relatives. Full particulars to be given)	
12.	In the case of acquisition by gifts, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964	
13.	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 acquisition / disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:

Signature:

Date:

Designation:

Department:

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

Note 2:- Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.



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Form for giving prior intimation or seeking previous sanction under Rule 18(2) in respect of immovable property (other than for building of or additions and alterations to a house)

{G.I. Dept of Per. & Trg. OM NO. 11013/11/85-Ests(A), dated the 23rd June, 1986}

1.	Name of the Government servant and designation with department	
2.	Pay Band, Pay in Pay Band & Grade Pay	
3.	Purpose of application- Sanction for transaction/ prior intimation of transaction	
4.	Whether property is being acquired or disposed of	
5.	Probable date of acquisition / disposal of property	
6.	(Mode of acquisition/ disposal	
7.	(a) Full details about location, viz, Municipal No., Street/ Village/Taluk, District and State in which situated (b)Description of the property, in the case of cultivable land, 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 Government servant, particulars of ownership and share of each member	
8.	Sale/purchase price of the property (Market value in the case of gifts)-	
9.	In cases of acquisition, source or sources form which financed/ proposed to be financed— (a) Personal savings (b) Other sources giving details	

10.	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.	
11.	(a) Name and address of the party with whom transaction is proposed to be made (b)Is the party related the applicant? If so, state the relationship (c) 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? (d)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)	
12.	In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964	
13.	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 acquisition / disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:

Signature:

Date:

Designation:

Department:

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

Note 2:- Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.