

Application through proper channel to the Appointing Authority seeking previous sanction under Rule 5(2) of WBS (DRO of Government Employees) Rules,1980 for acquisition /disposal of movable/immovable property by Lease/Mortgage/Sale/Gift or otherwise.

1. Name of the employee with Employee Code, if any :
2. Designation :
3. Name of Service, Batch and Group :
4. Particulars of pay (Scale NO) :
5. Whether the property is being acquired or disposed of :
6. Whether transaction is exclusively in the name of the :
Employee or there is other's share also (give details)
7. If acquired, whether being purchased or being gifted :
(If gifted, then copy of gift deed to be enclosed)
8. Details of the property proposed to be acquired or :
Disposed of
 - a. Immovable property :
[Particulars of Land/Landed property/Flat] (mention Mouza /Plot/Khatian/JI No./ Municipality and Ward No./ P.S/Dist./ Particulars of flat and its super built up area Etc.)
 - b. Movable property :
[Where the value exceeds 2 months Band Pay Plus GP] {Description of the property, viz Car/Scooter/ Motor Cycle/Refrigerator/TV/ Jewellery / Insurance policy/ Investigation etc}
(including Make, Model, Registration No.if any etc)
9. Sales price /Purchase price of the property acquired or :
Disposed of (inclusive if registration fees etc)
10. Fair market value of the property :
11. In case of sales, details of mode of acquisition of the :
Same. (If previously purchased, copy of sanction of such purchase is to be attached)
12. In case of acquisition, sources proposed to be financed :
 - a. Personal savings:

- i) GPF :
- ii) Bank Balance :
- iii) Maturity of any investment :
- iv) Others :
- Total: Rs.

b. Other sources (HB Loan from bank :
 or from any other institution, personal
 loan etc. with details along with documents
 and proposed EMI. Details of
 co-applicant's (If any) share to be enclosed

13. Name and address of the party to whom or :
 with whom the transaction is proposed to be made

14. Whether the applicant has any relation or likely :
 to have relation in near future in official capacity
 with the person mentioned in Sl.No.11 above.

15. Any other relevant fact which the applicant may :
 like to mention

16. Contact No... Email-

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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.

Date: Signature:

Place: Designation:

To

.....(The Appointing Authority)

No. Date:

The application of.....is forwarded for consideration.

Date: Signature & Seal of Head of Office

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- Note: 1. Different portions may be used accordingly to requirement.
 2. The application should reach the office of the Appointing Authority through proper channel at least 30 days before the proposed date of transaction.