

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/ JL No./ Municipality and Ward No. / P.S./ Dist. Particulars of flat and its super build 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/ Investments etc. (including make, Model, Registration No. if any, etc.)
9. Sales price/ Purchase price of the property acquired or disposed of (inclusive of registration fees etc.) :
10. Fair market Value of property in case of gift :
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 : Rs.
 - ii) Bank balance : Rs.
 - iii) Maturity of any investment : Rs.
 - iv) Others : Rs.

Total : Rs.

- b) Other sources (HB Loan from bank or from any other institution, personal loan etc. with details alongwith 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. :

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:

Place:

Signature:

Designation:

To

_____ (The Appointing Authority)

No.

Date:-

The application of _____ is forwarded for consideration.

Date:

Signature & Seal of Head of Office

Note: 1. Different portions may be used according 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.