

**PROFORMA PARTICULARS FOR ACQUIRING OR DISPOSING OF
IMMOVABLE OR MOVABLE PROPERTY AS PER RULE 9 (1) OF
ANDHRA PRADESH CIVIL SERVICES (CONDUCT) RULES, 1964**

01.	Name and Designation	
02.	Scale of Pay and Present Pay	
03.	Purpose of application – Sanction for transaction / Prior intimation or transaction	
04.	Whether property is being acquired or disposed of	
05.	Probable date of acquisition / Disposal of property	
06.	Mode of acquisition / disposal	
07.	a.) Full details about location viz., Municipal No., Street / Village, Mandal, District and State in which situated	
	b.) Description of the property in the case of cultivable land, dry or irrigated land	
	c.) Whether free hold or lease hold	
	d.) Whether the applicants 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	
08.	Sale / Purchase price of the property (Market Value in the case of gifts)	
09.	In cases of acquisition, source or sources from 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 to the applicant? If so, state the relationship	
	c.)	Did the applicant have any dealings with 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.	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 proposed acquisition / disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:
Date:

Signature:
Designation: