

F O R M - I

Form for giving prior intimation or seeking previous sanction Under Rule 7 (1) (a) of the Tamil Nadu Government Servant Conduct Rules, 1973 for transaction in respect of immovable Property.

1. Name and Designation
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 disposal 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
of sources from which financed/
proposed to be financed:
 - (a) Personal Savings.
 - (b) Other sources giving details

2

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 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 the case of acquisition by gifts, whether sanction is also required under rule-2) of the TNGSE Rules, 1973

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

DECLARATION

I, _____ hereby declare that the particulars given above are true. The 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 the proposed acquisition/disposal of property by me as detailed above I declare that the particulars given above are true.

Station:

Signature:

Date :

Designation

NOTE: 1. In the above form, different portions may be used according to requirement.

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

FORM NO.VI

Form of report / application for permission of the Government for the building of,

Sir,

This is to report you that I propose to build a house or to make an addition to my house. This is to request that permission may be granted to me for the building of the house. The estimated cost of the land and materials for the constuction or extention of the house is given below:

LAND

1. Location (Survey No., Village District State) :
2. Area :
3. Cost :

BUILDING MATERIALS ETC.

1. Bricks(Rate/qty/cost) :
2. Cement :
3. Iron and steel (rate, qty, cost) :
4. Timber (rate, qty, cost) :
5. Sanitary fitting (cost) :
6. Electrical fitting (cost) :
7. Any other specials fittings (cost) :
8. Labour charges :
9. Other charges, if any :

TOTAL COST OF LAND AND BUILDING :

2. The constuction will be supervised by my self. The construction will be done by own. I do not have any official dealing with him in the past. I have/had official dealings with the contractor and the nature of my dealing with him is / was as under.
3. The cost of the proposed construction will be met as under
 - i) Own savings :
 - ii) Loans/Advances with full details :
 - iii) Other sources with details :

Yours faithfully,

VALUATION REPORT

I/We hereby certify that I/We have valued house of th
..... to be purchased by Thiru/Tmt.
..... and I/We give below the value at
which we estimate the cost of the house under the following headings:-

Heading	Amount
1. Approximate value of the plot	
2. Area and approximate cost of building	
3. Approximate value of Electrical, Sanitary and other fittings and fixtures	
Total Cost of the building	

Date

Signature of the Valuation Authority

FORM VI. A

Form of Application for Permission for Acquisition of House.

From

To

Sir,

This is to report to you that I propose to acquire a ready built house at This is to request that permission may be granted to me for the acquisition of the house. The particulars of the house to be acquired and its estimated cost are given below.

1. Location of the house (Plot No. Survey No. Village, Taluk, District and State)
2. Area
3. Name of the seller
4. Address and occupation of the seller

5. Cost of the house
6. The cost of the house will be met as under:

Amount

- i) Personal savings
- ii) Loans/Advances with full details

27. *Official stamp or signature goes here*

VALUATION REPORT

I/We hereby certify that I/We have valued house of that
..... to be purchased by Thiru/Tmt.
..... and I/We give below the value at
which we estimate the cost of the house under the following headings:-

Heading	Amount
1. Approximate value of the plot	
2. Area and approximate cost of building	
3. Approximate value of Electrical, Sanitary and other fittings and fixtures	

Total Cost of the building

Date

Signature of the Valuation Authority

