

BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LTD., NAMRUP

FORM-I

**FORM FOR GIVING PRIOR INTIMATION OR SEEKING PREVIOUS SANCTION UNDER
RULE 24(i) OF THE EMPLOYEES (CONDUCT, DISCIPLINE & APPEAL) RULES,2006 FOR
TRANSACTION IN RESPECT OF IMMOVABLE PROPERTY**

1)	Name , Designation & Employee no.	
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 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 free hold or lease hold 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)	<p>In case of acquisition ,source or sources from which financed /proposed to be financed :</p> <p>a) Personal & savings</p> <p>b) Other sources giving details . (Attach separate sheet if required giving details of instrument of transaction e.g. cash/cheque etc.)</p>	
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)	<p>a) Name and address of the party with whom transaction is proposed to be made.</p> <p>b) Is the party related to the applicant ? If so, state the relationship .</p> <p>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 ?</p> <p>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 .)</p>	
12)	In case of acquisition by gift, whether sanction is also required under Rule 17 of the Employees (CDA) Rules ,2006	
13)	Any other relevant fact which the applicant may like to mention ..	

FORM-I

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 required 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 _____

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

ACKNOWLEDGEMENT

Received an application in duplicate for transaction of Immovable property in FORM-I from Shri/Smt/ Kum _____

Employee No. _____ Designation _____

Station _____ Dated _____

Name, Signature & Seal of Receiving Official

BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LTD., NAMRUP

FORM - II

FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION UNDER RULE 24((ii) & (iii) OF EMPLOYEES (CONDUCT, DISCIPLINE & APPEAL) RULES, 2006
FOR TRANSACTION IN RESPECT OF **MOVABLE PROPERTY**

1.	Name , E/No. and Designation of the employee	
2.	Scale of pay and present 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/disposed of – actual date of transaction	
6.	a) Description of the property) eg.Car/Scooter/Motor Cycle/Refrigerator/ Radio/Radiogram/ Jewellery/ loans/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 gift)	
9.	In case 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/ 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 at any time, or is the applicant like to have any dealings with him in the near future ? (d) Nature of official dealings 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 are to be given).	
12.	In the case of acquisition by gifts, whether intimation/prior sanction is also required under Rule 17 of the Employees (CDA) Rules, 2006.	
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:

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

ACKNOWLEDGEMENT

Received an application in Form-II under Employees (CDA) Rules, 2006 from
Sri / Smt. / Kum _____ E/No. _____ Designation _____

Station :

Signature _____

Date :

Name _____

Designation _____

Seal of Receiving official