



दक्षिण रेलवे/SOUTHERN RAILWAY

सं./No.P(R)182/P/Vol.VI

प्रधान कार्यालय/ Headquarters Office  
कार्मिक शाखा/ Personnel Branch  
चेन्नै/Chennai - 600 003  
दि./ Dated: 09-02-2018

पी वी सी सं/ PBC No: 16 / 2018

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /  
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,  
etc.,


(As per mailing list -'A' )

विषय/Sub: Intimation under Rule 18(2) and 18(3) of Railway Services  
(Conduct) Rules, 1966 – Revision of Proforma - Reg.

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A copy of the revised Proforma to be submitted by the employees seeking permission under Rule 18(2) and 18(3) of Railway Services (Conduct) Rules, 1966, is enclosed for information, guidance and necessary action. The bonafides and reasonableness of the transactions are to be certified by the employee alone.

संलग्न/Encl: as above

  
(V.SRINIVASAN)  
वरिष्ठ कार्मिक अधिकारी/नियम  
Senior Personnel Officer/Rules  
For Principal Chief Personnel Officer

प्रतिलिपि/ Copy to : The Genl Secy / SRMU  
The Genl Secy / AISCSTREA  
The Genl Secy / AIOBCREA

The Genl Secy / NFIR

**FORM-I**

**FORM FOR GIVING INTIMATION UNDER RULE 18(2) OF THE RAILWAY SERVICES (CONDUCT) RULES, 1966 FOR TRANSACTION IN RESPECT OF IMMOVABLE PROPERTY**

- 1 Name /Designation/Office and Department :
- 2 Present Basic Pay/Scale of Pay/Date of Appointment/date of birth/date of retirement :
- 3 Purpose of application, sanction for transaction/ prior intimation of transaction :
- 4 Whether property is being acquired or disposed :
- 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 & Station in which situated :
- b) Description of the property in the case of  
cultivable land or 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 transaction is exclusively in the name  
of the Government servant, particulars of  
ownership :
- 8 Sale/purchase price of the property(Market  
value in case of gifts)
- 9 In case of acquisition, source or sources from  
which financed/ proposed to be financed.
  - i) Personal saving
  - ii) 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 & address of the party :  
with whom transaction is proposed to be  
made (consent letter to be enclosed) :

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 case of acquisition by gift whether sanction  
is also required under Rule-13 of the RS  
(conduct) Rules, 1966:

13 Any other relevant facts which the applicant  
may like to mention :

#### **DECLARATION**

I declare that

- (i) the transaction proposed to be entered into as indicated above is for bonafide purposes
- (ii) the acquisition/sale of property in question is at fair prevailing market prices and does not involve any element of profiteering or speculation
- (iii) the transaction in question is not the result of the exercise of any undue official influence with the seller/purchaser; and
- (iv) that the particulars given above are true.

14 I request that I may be given permission to acquire/dispose of the property as described above from/to the party whose name is furnished in item no. 11 above.

Station.

Date

Signature: .....

Name/Designation

Office/Place

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 - II**

**FORM FOR INTIMATION UNDER RULE 18(3) OF THE RAILWAY SERVANT  
(CONDUCT) RULES, 1966 FOR TRANSACTION OF MOVABLE PROPERTY**

Sl. No	Description	Details
1	Name, Designation & Office	:
2	Pay Band Pay + Grade Pay	:
	Date of Appointment	:
3	Purpose of Application (Sanction for Transaction/Intimation of Transaction)	:
4	Whether property is being acquired or disposed of	:
	a) Probable date of acquisition or disposal of property	:
	b) If the property is already acquired/disposed of actual date of transaction	:
5	a) Description of the property (eg. Car / Scooter / Motor )	:
	b) Cycle/Refrigerator/Radio/Radiogram/ Jewels/Loans/Insurance Policies.	:
	c) Make, Make and Regn. No. in case of Vehicles where necessary and whether this is first occasion or subsequent occasion.	:
6	Mode of acquisition/Disposal/Purchase/ Sale/Gift/Mortgage/Lease or otherwise	:
7	Sale/Purchase price of the property (Market value in case of Gifts)	:
8	In case of acquisition, source of income from which finance is proposed to be obtained.	:
	a) Personal Savings.	:
	b) Other sources giving details	:
9	In case of disposal of property, was requisite Sanction/ Intimation obtained for its acquisition (A copy of the Sanction/ Acknowledgement should be attached)	:

- 10 a) Name and address of 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 dealing :  
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) Nature of official dealings with the :  
Party.
- e) How was the transaction arranged :  
(whether through any statutory body  
or private agency, through  
advertisements or through his friends  
and relatives) Full particulars to be  
given.
- 11 In the case of acquisition by gifts :  
whether sanction is also required under  
Rule- 13 of the Conduct Rules 1966.
- 12 Any other relevant fact which the :  
Applicant may like to mention

### D E C L A R A T I O N

I declare that

- (i) the transaction proposed to be entered into as indicated above is for bonafide purposes
- (ii) the acquisition/sale of property in question is at fair prevailing market prices and does not involve any element of profiteering or speculation
- (iii) the transaction in question is not the result of the exercise of any undue official influence with the seller/purchaser; and
- (iv) that the particulars given above are true.

13. I request that I may be given permission to acquire/dispose of the property as described above from/to the party whose name is furnished in item no.10 above.

	Signature .
Station	Name :
Date.	Designation :