

Sub: Transaction in Immoveable Property - Prior intimation / sanction –
rule 16 (B)(1 & 2) of IRCON CDA rules.

INSTRUCTIONS

1. *Prior intimation (before acquiring property) should be given.*
2. *In case intimation is given after acquiring property, application should be attached for post facto intimation giving reasons for delay.*
3. *Sanction is required, if the transaction is made with a person with whom the employee is having official dealings.*
4. **Property yet to acquire –**
 - a) **Partial payments made so far** : Give details of payment made and the sources of finance with documentary evidence.
(**Example** : Copy of bank statement highlighting transactions, FDs encashed, etc.
If Loan taken from private party: Mode of receipt of loan i.e. cheque/cash, cheque no., date, amount, bank particulars, etc. Amount of loan may be taken by cheque, preferably).
 - b) **For balance payment** – Give schedule of payment and sources from which the finance is proposed to be arranged. In this case, on the completion of transactions and after acquiring property, the sources from which finance has been arranged, may be advised alongwith documentary evidence.
5. **Property acquired –**
If property has been acquired, then sources from which finance has been arranged with documentary evidence are to be attached.
(**Example** : Bank statement highlighting transactions, Loan availed from bank/institution/private party, etc.
If Loan taken from private party: Mode of receipt of loan i.e. cheque/cash, cheque no., date, amount, bank particulars, etc. Amount of loan may be taken by cheque, preferably)

1. Emp.code No.	2. Pan No.	3. Contact No. (Mob)	
4. Name of Employee	5. Designation		
6. Scale of Pay Rs. _____ (IDA / CDA)	7. Present Basic pay	Rs. _____ p.m.	
8. Place of Posting	9. Date of Joining IRCON ____/____/____		
10. Status	* Regular / Probation / Adhoc / Contract / Deputationists		
11. Purpose of application	* Sanction for transaction / prior intimation of transaction		
12. Whether property is being acquired / disposed of	* Acquired / Being acquired / Disposed of		
13. Probable date of acquisition / disposal of property			
14. Mode of Acquisition / disposal (Purchase / sale / gifts, mortgage, lease or otherwise) -			
15. a)	Full details about location, viz. Municipal No., Street / Village, Taluka, District and State in which situated (documentary evidence should be attached). In case of plot, size of plot to be mentioned		Pg. No.
b)	Description of the property. In the case of cultivable land : dry or irrigated.		Pg. No.
c)	Whether Property is *freehold or leasehold		Pg. No.
d)	Whether the applicant's interest in the property is full or part? In case employee interest in property is partial - %age of interest/ share in property to be mentioned.		Pg. No.
e)	In case the transaction is not exclusively in the name of the employee – i) particulars of ownership, and ii) share of each member.		Pg. No.
16.	Sale / purchase price of the property (market value in the case of gifts)	Rs.	Pg. No.
17. In case of acquisition – source or sources from which financed / proposed to be financed			
a)	Personal savings (Ex:- cash savings; transactions from bank account, Fixed Deposit encashed)		Pg. No.
b)	Other sources (Ex. - sale of assets; loan from friends, relatives, financial institution)		Pg. No.

18.	In case of disposal of property, was requisite sanction / intimation obtained / given for its acquisition? If yes, furnish letter no. and date (attach copy)	* Yes/No. If Yes, Letter No. _____ Dated: _____ (Pg. No.)
19.	a) Name and address of the party with whom transaction is proposed to be made	Pg. No.
	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 dealing with him in the near future?	
	d) How was the transaction arranged? (Whether any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given).	
20.	In case of acquisition by gift, whether sanction has been taken as required under Rule 12 of the IRCON CDA rules? If yes, a copy of thereof to be attached.	Pg. No.
21.	Any other relevant fact which applicant may like to mention.	

* Strikeout whichever is not applicable

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: _____

Signature: _____

Encls: (Tick mark the documents attached)

1. Documents regarding property – Proposed sale agreement / Sale Deed / Allotment letter
2. Schedule of Payment
3. Details of payment made so far
4. Details of sources from which finance has been arranged for payments made (with documentary evidence)
5. Details of Sources from which finance proposed to be made for balance payment (Declaration), Proof regarding sanction of loan, loan being arranged from relatives/ friends, etc.
6. Prior approval of Competent Authority for acquiring property on account of gift.
7. Intimation regarding acquisition of property (applicable in case of column 16)
8. Application for post facto approval.

Counter Signatures of Functional Head / Project In-charge

Name :

Designation :

Forwarded to HRM, Corporate Office

Approval of Competent Authority is sought for recording transaction regarding _____

_____ submitted by the above employee.

Sr.Asstt./HRM

JGM/HRM

AGM/HRM

MD